DOCUMENT RESUME

ED 102 428 95 CE 003 181

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TITLE Resources: Recommendations for Adult Career Resources.
INSTITUTION Applied Management Sciences, Inc., Silver Spring, Md.; B'nai B'rith, Washington, D.C. Vocational Service.
SPONS AGENCY Office of Education (DHEW), Washington, D.C.
PUB DATE Jun 74
NOTE 433p.; For related documents see CE 003 179-180

EDRS PRICE MF-$0.76 HC-$22.21 PLUS POSTAGE
DESCRIPTORS Abstracts; Adult Education; *Adult Vocational Education; *Annotated Bibliographies; Career Education; *Occupational Information; *Resource Guides; *Resource Materials; Retraining; Vocational Education

ABSTRACT

Adults often return to school to acquire skills useful or necessary to enter or change their status in the world of work. It is helpful for them to have access to materials which describe familiar careers and introduce new jobs and occupations. This annotated compendium is designed to meet that need by reviewing and listing printed and audiovisual materials produced in the last five years. To serve as an organizational framework for the more than 700 materials reviewed, a classification system was developed by means of which each major occupational field is linked to the United States Office of Education Career Clusters. Access to the materials is by catalog number and also by way of an index of occupational titles. The following information is included in each note: catalog number, title, author, publication date, price, medium and time for audiovisual materials, number of pages, reading level based on the Fry Readability Formula (I-grades 1-8, II-grades 9-12, or III-grades 12 on) source, and an abstract. The review forms used, and occupational information sources are appended. (Author/BP)

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RESOURCES

Recommendations for Adult Career Resources

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION
[illegible]

ADULT CAREER EDUCATION RESOURCES SURVEY
of
B'nai B'rith Career and Counseling Services

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CE 003 181

ED102428

RESOURCES

Recommendations for Adult Career Resources

June 1974

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The work presented herein was performed pursuant to a grant from the U.S. Office of Education, Department of Health, Education, and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U.S. Office of Education should be inferred.

ACKNOWLEDGEMENTS

Resources represents the combined work and efforts of Survey staff and volunteers during the past year. Each spent considerable time reviewing many of the career informational materials included in this compendium. We extend special thanks to the following volunteers:

David Bliss
Robert Brown
Anne Garrett
Alan Greenfield
Sylvia Hoffman
Zelda Kapner
John Murphy
Martha Polling
Barbara Porath
Bob Schwartzberg
Eva Schwartzberg
Armand Sebastianelli
Jean Tatum
Miren Uriarte

All career materials reviewed in *Resources* are catalogued by a system developed by Survey staff with the expertise and guidance of Mr. Emmanuel Weinstein, Occupational Analyst, U.S. Department of Labor. We are indebted to Mr. Weinstein for his invaluable assistance and cooperation.

We are also grateful to members of our Advisory Board for assistance in developing review forms for both printed and audio-visual materials. In addition they helped determine the style and format used for each review.

Our thanks are also extended to the many professional and commercial organizations, trade associations, state and federal agencies, and publishing houses that contributed career materials which form the body of this compendium.

To the Survey staff I extend my personal thanks for their dedication, enthusiasm, and cooperative efforts.

Fae E. Hoffman
Project Director

June, 1974

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NOTE TO THE READER

The Adult Career Education Resources Survey has been funded by the U.S. Office of Education for an additional year, through June 1975. During this extended period, Survey staff will field test the career development activities suggested in Explorations, Part I. Field testing will be designed to measure appropriateness as well as effectiveness of these activities for various adult student populations. Based on field test results, suggested activities will be refined or modified, and published in a revised edition.

Adult education teachers (either ABE or adult continuing education) who wish to participate in the field test are encouraged to contact us, preferably by October 15, 1974.

We also welcome any comments you may have about Explorations, Part I.

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INTRODUCTION

Adult career education focuses on preparing, training, or retraining persons for work. Ideally this thrust should culminate in the student's ability to enter a career and deal with the vocational world. One goal of career education, then, is to prepare individuals to attain self-fulfillment by learning and preparing for their vocational roles. These roles may be multiple and change throughout one's lifetime. Recent U.S. Department of Labor statistics indicate that the average worker may soon expect to hold five to nine different jobs during his or her working career.

Adults return to school, either Adult Basic Education (ABE) or continuing education, for a variety of reasons. They may consider additional education as a means of self-development, self-fulfillment, or to attain basic human needs such as food, clothing and housing. They may also recognize that changing job patterns and developments in technology, products, and markets require continuing education and upgrading of skills. Through career education, adult students may have an opportunity to better understand the role of work in our society, the wide range of career and job opportunities, and the ever-changing job market. The Adult Career Education Resources Survey is based on the premise that adult career education should create career awareness, orientation, exploration, and preparation.

Objectives of This Compendium

Adults often return to school to acquire skills useful or necessary to enter or change their status in the world of work. It is helpful, therefore, for them to have access to materials which describe familiar careers and introduce new jobs and occupations. This compendium is designed to meet that need. Printed and audio-visual materials describing a wide range of jobs and occupations were retrieved and reviewed to provide a resource listing specifically designed for adult students. This guide is useful to students, teachers, counselors and librarians.

Career materials published and produced in the last five years form the body of Resources. It is recognized that some of these materials may be dated, notably in the areas of salary and job outlook. Efforts were made to include only the most up-to-date materials. Older materials were occasionally included if they offered useful and timely information, especially if more recent materials were unavailable in a particular field. Those interested in exploring an occupational family or specific career may use Resources to locate and obtain materials in such fields. Materials may be obtained by writing directly to the source.

Resources is also designed for use in conjunction with career activities suggested in Explorations, Part I (Guidelines for Career Development in Adult Education). This supplemental publication recommends career development activities which reinforce skill-development curricula in reading, writing, oral communication and critical thinking. Written for the adult education teacher, Explorations, Part I presents career activities which address adult student needs for utilizing career materials as well as developing increased career awareness.

Resource Retrieval

Locating and retrieving career materials was an extensive task. Letters requesting printed and audio-visual career materials were sent to trade and professional associations, state and federal governments and agencies, individual publishers of career information, private industries and various educational projects. Quarterly reviews of counseling and career related literature were searched, such as the Counselor's Information Service of B'nai B'rith Career and Counseling Services and the Vocational Guidance Quarterly (National Vocational Guidance Association). Other career information listings were retrieved from the Occupational Outlook Handbook and references in the Encyclopedia of Associations, American Personnel and Guidance Association, and American Vocational Association. Labor unions, publishers, the Department of Labor and Manpower Administration were also contacted to secure career materials. Many states have departments of labor or employment services which publish career information materials. Some are included in Resources. Readers are urged to request materials from their own state sources rather than from other states. These materials are usually available free of charge to state residents and at a small charge to out-of-state residents.

Over 2,500 requests for career materials were made, many of which provided information or leads to other sources. A listing of sources from which materials included in Resources were received is included in this compendium as Appendix B. Materials available at no charge, single copy free, or at low cost were particularly sought in consideration of small budgets usually allotted adult education programs.

Review of Materials

Upon receipt, career materials were reviewed by members of the Survey staff and a group of volunteers (see Acknowledgments). Volunteers were provided with training by project staff and an explanatory set of guidelines on how to use and interpret the review instruments. In order to maintain consistency and quality of reviews, Survey staff performed continuing random sample checks of materials reviewed by others of the staff and volunteers. Approximately 15% of the materials were reviewed by more than one individual.

Two review forms, one for printed materials and the other for audio-visual media, were developed and tested by Survey staff to insure that each material reviewed included information basic to the investigation and exploration of a career or occupation. Samples of the two review forms are included in Appendix A. They may provide a tool for the adult education teacher or student to review career materials not listed in this compendium.

Criteria for review included in the forms encompass job descriptions, salary scales, hours and working conditions, personal requirements, education and other prerequisites. Special attention was given to the material's appropriateness and usefulness for an adult population. Review priority was given materials that described careers requiring no more than a high school education.

Reading Levels

The Fry Readability Formula, developed by Dr. Edward Fry of Rutgers University Reading Center, was used to determine reading levels. This particular readability formula was selected because of its applicability to all levels of reading difficulty. Reading levels, included in each review, are classified in one of the following groups:

Reading Level	I	- Grades I - 8
	II	- Grades 8 - 12
	III	- Grades 12+

Although special attention was given to locating career materials with a reading level at eighth grade or below, such materials were difficult to locate. In fact, many materials received were written at reading level III, a level inappropriate for most ABE students. This was occasionally the case for materials describing occupations requiring no more than a high school education.

Teachers and reading specialists note, however, that many individuals are able to read materials written at a more difficult reading level than the level at which these persons test. Some are slow readers or need time to look up unfamiliar words. Therefore, materials listed in this compendium with reading level III should not be disregarded. They offer challenging information, often about careers requiring post-secondary training, and may serve to stimulate the student's motivation for further education.

Abstracts

Each item listed in Resources is annotated. Areas of information covered in the publication or material are outlined. Special qualities, such as the listing of additional sources of information, or unusual quality of print or presentation are noted. Abstracts are written in a brief, telegraphic style. Differences in abstracts result from varying writing styles of reviewers. A more detailed explanation of the information contained in each review and abstract follows.

Explanation of Reviews

The following information is included in each review:

Catalog Number: Each abstract is catenorically classified according to the cataloging system on pages 6 to 21 of this book.

Title: Includes subtitles or identifying numbers, such as order numbers.

Author: Listed if given.

Date: Publication or production date, when available.

Price: Cost, single copy free, no charge, rental charge, etc. Any other specifications, such as enclosing a self-addressed, stamped envelope, are noted.

Media: Applies only to audio-visual materials to differentiate between film, filmstrip, slides, cassettes, videotapes, or other.

Time: Length of audio-visual materials.

Pages: Length of printed materials.

Reading Levels: Reading Level I - Grades 1 - 8
II - Grades 9 - 12
III - Grades 12+

Source: Includes name and address of the source to facilitate requesting material(s).

Abstract: Notes areas of information covered in the publication or material. This information may include description of work duties, work settings and conditions, qualifications and preparation, credentials required, methods of job entrance, personal attributes, and advancement possibilities. Employment outlook, income level, other potential personal rewards, history of the occupation, its importance to the community, and advantages and disadvantages of the career may also be included. Style, quality and effectiveness are also considered. Additional information sources, the audience to whom the material is addressed, and any other pertinent information is also noted.

Sample Reviews:

Sample Review of Printed Career Information

16.205 TITLE: Local Bus Drivers

DATE: 1974 PAGES: 4
PRICE: $.49 READING LEVEL: II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Lucid presentation of qualifications, duties, and work condition of a bus driver. History, entrance methods, means of promotion, salary, unions and employment outlook included. Mentions employment possibilities for women.

Sample Review of Audio-Visual Career Information

05.245 TITLE: Photography Is

MEDIA: Slides PRICE: $10.00 rental
DATE: 1969 TIME: 8 minutes

SOURCE: Eastman Kodak Co.
Professional, Commercial and Industrial
Markets Division
Rochester, New York 14650

Slide series introduces careers in professional and commercial photography. Enhancing graphics and sound depicts the duties and responsibilities of the two career fields. Series appeals to those of all educational levels. Fields represented offer good growth potential for a lifetime career.

The adult career resources beginning on page 25 were rated by the Adult Career Education Resources Survey as "Recommended," "Highly Recommended," or "Recommended as of Superior Quality." Those reviews which received a rating summary of "Not Recommended" are not included in this compendium. Those which received a rating of "Recommended with Reservation" are included where higher rated resources were not available; however, reservations are noted in the abstract.

CATALOGING SYSTEM

To serve as an organizational framework for the more than 700 materials reviewed in Resources, a classification system was developed. The cataloging system is designed for ease in use and adaptation by adult educators, should they wish to catalog career materials they may acquire.

Each major occupational field of the cataloging system is linked to the U.S. Office of Education Career Clusters: Agri-business and Natural Resources, Business and Office, Communications and Media, Construction, Consumer and Homemaking Education, Environment, Fine Arts and Humanities, Health, Hospitality and Recreation, Manufacturing, Marine Science, Marketing and Distribution, Personal Services, Public Services, and Transportation. Appropriate USOE career clusters are noted in the preface description of each major occupational field.

Major occupational fields used in the Adult Career Education Resources Survey cataloging system have been assigned a numerical designation using the first two digits of a five digit system. The Survey's occupational fields have been arranged alphabetically as follows:

01.000	ADMINISTRATION AND MANAGEMENT
02.000	COMMUNICATION
03.000	CONSTRUCTION
04.000	EDUCATION
05.000	FINE ARTS
06.000	HEALTH SCIENCES
07.000	INDUSTRIAL PRODUCTION
08.000	NATURAL RESOURCES AND ENVIRONMENT
09.000	NATURAL SCIENCES
10.000	OFFICE AND CLERICAL
11.000	REPAIR AND MECHANICS
12.000	SALES AND MARKETING
13.000	SERVICE (PERSONAL, PROTECTIVE, PUBLIC, OTHER)
14.000	SOCIAL SCIENCES
15.000	TECHNICAL SCIENCES
16.000	TRANSPORTATION

The third digit refers to the sub-category which, when utilized, divides an occupational field into several specific career areas. The last two digits are assigned to alphabetically listed, specific jobs and careers. There are 99 spaces for occupations in each subcategory. In this compendium increments of 5 or less, depending on the number of occupations included in each career area, have been utilized. This allows for growth and expansion of the Survey cataloging system.

Note that the designation "99" has been assigned to "other" careers in each occupational field or career area. Such "other" jobs and careers include areas in which there is a scarcity of information, few workers are required, or there is a limited employment outlook. Following is a sample listing and interpretation:

TRANSPORTATION
Driving Career
Local Truck Drivers
16. 2 15

Each occupation is assigned only one listing in the cataloging system. Actuaries, for instance, are listed in OFFICE AND CLERICAL under Insurance Careers; they are not listed in NATURAL SCIENCES under Mathematics Occupations. Familiarity with the cataloging system will facilitate locating occupations that may be in question. If an occupation is not easily located, its placement may be checked in the occupational title index, which alphabetically lists occupations and notes their catalog and page numbers. This index appears at the end of Resources.

Some career information materials, however, may be listed in several categories. This occurs when a piece of information describes more than one job or career.

Following is the complete cataloging system used in this compendium.

01.00 ADMINISTRATION AND MANAGEMENT

Most administrative personnel are professional office workers who run or assist in running businesses and other organizations.[1] Duties of personnel represented in this category include overseeing and assuming responsibility for the accomplishment of specific tasks. Organizational abilities as well as policy and decision-making in the conduct of daily business may also be part of that responsibility. Careers are included from the following U.S. Office of Education Career Cluster areas: Business and Office, Marketing and Distribution, Public Services.

01.005	Accountants
01.010	Advertising workers
01.015	Attorneys/Lawyers
01.020	Bank officers
01.025	City managers
01.030	Credit officers
01.035	Hospital administrators
01.040	Hotel, restaurant and club managers
01.045	Industrial traffic managers
01.050	Marketing research workers
01.055	Office managers
01.060	Personnel workers
01.065	Public relations workers
01.070	Purchasing agents
01.099	Other

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[1] Occupational Outlook Handbook, U.S. Dept. of Labor, 1974-75, p. 128.

02.000 COMMUNICATIONS

Communications is often synonomous with public information. Keeping the public informed about current events and their effect on people's daily lives is a major function of the communications field. Ways in which people express their thoughts and ideas, as well as the interpretation of the thoughts and ideas of others are functions of this career area. Careers are included from the following U.S. Office of Education Career Cluster areas: Communications and Media, Public Services.

02.100	Writing Careers
02.105	Literary writers
02.110	Newspaper editors
02.115	Newspaper reporters
02.120	Technical writers
02.199	Other
02.200	General Communications Careers
02.205	Interpreters/translators
02.210	Television and radio announcers
02.299	Other

03.000 CONSTRUCTION

Activities in this industry include the construction of buildings, interior construction (i.e., electricians, elevator constructors, etc.), and construction of public works (roads, dams, bridges, etc.).[1] Construction workers deal not only with new construction projects, but also with additions, alterations and repair of existing structures. Careers are included from the U.S. Office of Education Career Cluster area: Construction.

03.005	Asbestos and insulation workers
03.010	Bricklayers
03.015	Carpenters
03.020	Masons (cement and concrete finishers)
03.025	Construction laborers
03.030	Electricians (construction)
03.035	Elevator constructors
03.040	Floor covering installers
03.045	Glaziers
03.050	Lathers

---

[1] Dictionary of Occupational Titles, Volume II: Occupational Classification, 1965, p. 558.

03.055	Marble setters, tile setters, and terrazzo workers
03.060	Operating engineers (constructor machinery operators)
03.065	Painters and paperhangers
03.070	Plasterers
03.075	Plumbers and pipefitters
03.080	Roofers
03.085	Sheet metal workers
03.090	Stone masons
03.095	Structural, ornamental, and reinforcing iron workers; riggers, and machine movers
03.099	Other

04.000 EDUCATION

Occupations in this category are concerned with imparting information and knowledge about the arts, sciences and other academic fields or physical activity. Teaching, administering or advising others in any of these subject matters encompass the major areas of education.[1] Because library careers also deal with the dissemination of information, they are also included under education. Careers are included from the following U.S. Office of Education Career Cluster area: Public Service.

04.100	Administrative Careers
04.105	College administrators
04.110	Elementary and secondary school administrators
04.199	Other

04.200	Library Careers
04.205	Librarians
04.210	Library technicians
04.299	Other

04.300	Teaching Careers
04.305	Adult education teachers
04.310	College and university teachers
04.315	Kindergarten and elementary school teachers
04.320	Nursery school teachers
04.325	Secondary school teachers
04.330	Special education teachers
04.335	Teacher aides
04.399	Other

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[1] Dictionary of Occupational Titles, Volume II: Occupational Classification, 1965, p. 564.

05.000 FINE ARTS

Creativity, aesthetics and expression of ideas are involved in the fine arts. Careers dealing with the performing arts, designing, and graphic arts fall into this category. Careers are included from the following U.S. Office of Education Career Cluster areas: Environment, Fine Arts and Humanities, Communications and Media, Manufacturing, Public Services.

05.100	Performing Arts Careers
05.105	Actors and actresses
05.110	Dancers
05.115	Musicians and singers
05.199	Other

05.200	Graphic and Design Careers
05.205	Architects
05.210	Artists (painters, sculptors, etc.)
05.215	Commercial artists
05.220	Display designers
05.225	Floral designers
05.230	Industrial designers
05.235	Interior designers
05.240	Landscape architects
05.245	Photographers
05.299	Other

06.000 HEALTH SCIENCES

Included in this occupational field are careers concerned with the preservation and restoration of health as well as prevention of illness. Positions at the professional, technical and support levels are involved in this field. Careers are included from the following U.S. Office of Education Career Cluster areas: Health, Public Service.

06.100	Dental Careers
06.105	Dentists
06.110	Dental assistants
06.115	Dental hygienists
06.120	Dental laboratory technicians
06.199	Other

06.200	Medical Practitioners
06.205	Chiropractors
06.210	Ophthalmologists
06.215	Optometrists
06.220	Osteopaths
06.225	Physicians
06.230	Podiatrists
06.235	Psychiatrists
06.240	Veterinarians
06.299	Other
06.300	Medical Technicians, Technologists and Assistant Careers
06.305	Electrocardiograph technicians
06.310	Electroencephalograph technicians
06.315	Medical assistants
06.320	Medical laboratory workers
06.325	Medical records technicians
06.330	Operating room technicians
06.335	Radiologic technologists
06.340	Surgical technicians
06.399	Other
06.400	Nursing Careers
06.405	Licensed practical nurses
06.410	Nurses' aides, orderlies, and attendants
06.415	Nurse-midwives
06.420	Registered nurses
06.499	Other
06.500	Therapy and Rehabilitation Careers
06.505	Art therapists
06.510	Inhalation (respiratory) therapists
06.515	Music therapists
06.520	Occupational therapists
06.525	Occupational therapy assistants
06.530	Physical therapists
06.535	Physical therapist assistants
06.540	Speech pathologists and audiologists
06.599	Other
06.600	Other Health Careers
06.605	Dietitians
06.610	Medical record librarians
06.615	Pharmacists
06.620	Sanitarians
06.699	Other

07.000 INDUSTRIAL PRODUCTION

Careers involving the processes of using machines or chemicals to turn raw materials into finished products are essential to this industry. Careers are included from the U.S. Office of Education Career Cluster area: Manufacturing.

07.100	Foundry Careers
07.105	Core workers
07.110	Molders
07.115	Patternmakers
07.199	Other

07.200	Machining Careers
07.205	All-round machinists
07.210	Instrument makers (mechanical)
07.215	Machine tool operators
07.220	Set-up workers (machine tools)
07.225	Tool and die makers
07.299	Other

07.300	Printing Careers
07.305	Bookbinders
07.310	Composing room workers
07.315	Lithographic workers
07.320	Photoengravers
07.325	Printing press operators and assistants
07.399	Other

07.400	Production and Related Careers
07.403	Assemblers
07.406	Automobile painters
07.409	Automobile trimmers and installation workers (Autombile upholsters)
07.412	Blue collar worker supervisors
07.415	Boilermakers
07.418	Bottling and canning workers
07.421	Electroplaters
07.424	Forger operators
07.427	Furniture and wood finishers
07.430	Furniture upholsterers
07.433	Inspectors, manufacturing
07.436	Inspectors, metal working
07.439	Meat cutters
07.442	Millwrights
07.445	Photographic laboratory workers
07.448	Power truck operators
07.451	Production painters

07.454	Sewers and stichers, manufacturing
07.457	Spinners, textile
07.460	Stationary engineers
07.463	Tenders, furnace and stokers
07.466	Water treatment plant operators
07.469	Weavers, textile
07.472	Welders and flame cutters
07.499	Other

08.000 NATURAL RESOURCES AND ENVIRONMENT

Careers in this area are concerned with the earth's composition, the use of its resources, life in our environment and the living things which compose that environment.[1] Careers are included from the following U.S. Office of Education Career Cluster areas: Agri-business and Natural Resources, Environment, Marine Sciences.

08.005	Farm laborers
08.010	Farmers and farm managers
08.015	Fishers, hunters and trappers
08.020	Foresters
08.025	Forestry technicians
08.030	Miners
08.035	Oil well workers
08.040	Quarry workers
08.045	Range managers
08.050	Soil conservationists
08.099	Other

09.000 NATURAL SCIENCE

This occupational area is concerned with the physical world and its living beings. People working in this career area, as opposed to those in Natural Resources and Environment, are concerned with pure research or theory development. Careers are included from the following U.S. Office of Education Career Cluster areas: Agri-business and Natural Resources, Environment, Marine Science, Public Services.

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[1] Occupational Outlook Handbook, Dept. of Labor, 1974-75, p. 352.

09.100	Environmental Scientists
09.105	Geologists
09.110	Geophysicists
09.115	Meteorologists
09.120	Oceanographers
09.199	Other

09.200	Life Scientists
09.205	Biochemists
09.210	Biologists
09.215	Soil scientists
09.299	Other

09.300	Mathematicians
09.305	Mathematicians
09.310	Statisticians
09.399	Other

09.400	Physicial Scientists
09.405	Astronomers
09.410	Chemists
09.415	Food scientists
09.420	Physicists
09.499	Other

10.000 OFFICE AND CLERICAL

This category encompasses careers with responsibilities directly related to general office work, such as bookkeeping, taking and transcribing dictation, typing and keeping records, and duties pertaining to the operation of various office machines.[1] Duties pertaining to handling monetary transactions are also involved. Careers are included from the following U.S. Office of Education Career Cluster areas: Business and Office, Marketing and Distribution, Public Services.

10.100	Banking Careers
10.105	Bank clerks
10.110	Bank tellers
10.199	Other

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[1] *Dictionary of Occupational Titles*, Volume II: Occupational Classification, 1965, p. 554.

10.200 Computer and Related Careers

10.205	Electronic computer operating personnel
10.210	Keypunch operators
10.215	Programmers
10.220	Systems analysts
10.299	Other

10.300 General Office Careers

10.305	Bookkeeping workers
10.310	Cashiers
10.315	File clerks
10.320	Hotel front office clerks
10.325	Mail clerks
10.330	Office machine operators
10.335	Receptionists
10.340	Shipping and receiving clerks
10.345	Statistical clerks
10.350	Stock clerks
10.355	Stenographers and secretaries
10.360	Telephone operators
10.365	Typists
10.399	Other

10.400 Insurance Careers

10.405	Actuaries
10.410	Claims adjusters
10.415	Claims examiners
10.420	Underwriters
10.499	Other

11.000 REPAIR AND MECHANICS

This occupational area includes skilled workers who service and maintain the smooth operation of automobiles, airplanes, industrial machinery, and household appliances.[1] Careers are included from the following U.S. Office of Education Career Cluster areas: Agri-business and Natural Resources, Business and Office, Communications and Media, Construction, Health, Hospitality and Recreation, Manufacturing, Marine Sciences, Marketing and Distribution, Personal Services, Transporation.

11.003	Air-conditioning, refrigeration, and heating mechanics
11.006	Appliance service technicians
11.009	Automobile body repairers

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[1] *Occupational Outlook Handbook*, Dept. of Labor, 1974-75, p. 403.

11.012	Automobile mechanics
11.015	Boat motor mechanics
11.018	Bowling-pin-machine service technicians
11.021	Business machine service technicians
11.024	Data-processing equipment service technicians
11.027	Diesel mechanics
11.030	Electric sign service technicians
11.033	Farm equipment mechanics
11.036	Industrial machinery repairers
11.039	Instrument repairers
11.042	Jewelers
11.045	Locksmiths
11.048	Maintenance electricians
11.051	Motorcycle mechanics
11.054	Optical mechanics
11.057	Piano and organ service workers
11.060	Shoe repairers
11.063	Telephone line installers and cable splicers
11.066	Telephone craft workers
11.069	Telephone and PBX installers and repairers
11.072	Television and radio service technicians
11.075	Truck and bus mechanics
11.078	Vending machine mechanics
11.081	Watch repairers
11.099	Other

12.000 SALES AND MARKETING

Careers in this occupational area involve retail and wholesale selling for manufacturers, insurance companies and other producers of goods and services. Careers are included from the following U.S. Office of Education Career Cluster areas: Business and Office, Manufacturing, Marketing and Distribution, Transportation.

12.005	Automobile parts counter workers
12.010	Automobile salesworkers
12.015	Automobile service advisors
12.020	Buyers, wholesale and retail
12.025	Gasoline service station attendants
12.030	Insurance agents and brokers
12.035	Models
12.040	Manufacturers' salesworkers
12.045	Real estate salesworkers and appraisers
12.050	Retail trade salesworkers
12.055	Route workers
12.060	Securities salesworkers
12.065	Wholesale trade salesworkers
12.099	Other

13.000 SERVICE (PERSONAL, PROTECTIVE, PUBLIC, OTHER)

Careers involving services to people are the focus of this occupational area. Food service occupations, cleaning services, private household occupations, protective and related services are included. Note that public service occupations include those necessary for the operation of all levels of government (excluding the military). Such occupations reflect services desired and needed by individuals and groups, and are performed through organizations established by society, usually on a non-profit basis and supported by tax revenues.[1] Careers are included from the following U.S. Office of Education Career Cluster areas: Personal Services, Consumer and Homemaking Education.

13.100 Personal Service Careers

13.105	Barbers
13.110	Cosmetologists
13.115	Funeral directors and embalmers
13.120	Launderers, private household
13.125	Laundry and dry cleaning operators
13.130	Private household workers
13.135	Tailors
13.199	Other

13.200 Protective Service Careers

13.205	Armed service personnel
13.210	Construction inspectors
13.215	FBI agents
13.220	Firefighters
13.225	Guards
13.230	Health and regulatory inspectors
13.235	Police officers
13.240	Prison and probation officers
13.245	State police officers
13.250	Treasury enforcement agents
13.299	Other

13.300 Public Service: Government Agency Management

(Organizing and managing the supportive service units of government agencies and organizations.[2]

13.305	Contracts officers
13.310	Fiscal officers
13.315	Public administration analysis trainees
13.320	Public information/Relations officers
13.399	Others

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[1] U.S. Office of Education, Bureau of Occupational and Adult Education.

[2] Public Service Occupations in Career Education, National Advisory and Review Committee, Public Service Occupations Curriculum Project, William E. Burns, 1973, p. 20.

13.400 Public Service Rural, Urban and Community Development
(Planning and organizing various elements for orderly growth[1])

13.405	Acquisition officers
13.410	Building inspector trainees
13.415	Building/zoning officers
13.420	Community action workers
13.425	Community program aides
13.430	Planning aides
13.435	Planning officers
13.499	Other

13.500 Public Service: Social and Economic Services
(Workers in social service occupations help individuals adjust to problems in their daily lives. Depending on specific occupations, social service workers may advise consumers, help handicapped people, or counsel individuals with problems in job, home, school or social relationships.[2])

13.505	Assistance personnel (e.g., social workers)
13.510	Child care attendants
13.515	Claims takers
13.520	Clergy
13.525	Counselors (guidance, employment, vocational, etc.)
13.530	Employment personnel
13.535	Home economists
13.540	Recreation activities aides
13.545	Recreation workers
13.550	Rehabilitation workers
13.599	Other

13.600 Public Service: Regulatory Services and Records
(Organizing and managing regulatory functions of State and Federal governmental agencies and organizations.[3])

13.605	Census workers
13.610	Customs and immigration officers
13.615	Examination officers
13.620	Inspection officers/Humane officers
13.625	License interviewers
13.630	Licensers
13.635	Public records officers
13.640	Sanitary aides
13.645	Tax clerks
13.650	Taxation officers
13.699	Other

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[1] Burns, op. cit., p. 20.

[2] Occupational Outlook Handbook, Dept. of Labor, 1974-75, p. 543.

[3] Public Service Occupations in Career Education, National Advisory and Review Committee, Public Service Occupations Curriculum Project, William E. Burns, 1973, p. 20.

13.700 Other Service Careers

(Not included in personal, protective or public service career areas.)

13.705	Bartenders
13.710	Building interior cleaners
13.715	Cooks and chefs
13.720	Cooperative extensive service workers
13.725	Exterminators
13.730	Food service workers
13.735	Postal service workers
13.740	Waiters and waitresses
13.799	Other

14.000 SOCIAL SCIENCES

Social scientists are concerned with all aspects of human society, from man's origins to current events.[1] They generally specialize in one major field of human relations. Careers are included from the following U.S. Office of Education Career Cluster areas: Environment, Fine Arts and Humanities, Public Services.

14.005	Anthropologists
14.010	Economists
14.015	Geographers
14.020	Historians
14.025	Political scientists
14.030	Psychologists
14.035	Sociologists
14.099	Other

15.000 TECHNICAL SCIENCES

Professional and semiprofessional careers which require knowledge of data, use of scientific theory and training in technology or science are included in the technical sciences occupational area. Careers are included from the following U.S. Office of Education Career Cluster areas: Agribusiness and Natural Resources, Business and Office Construction, Manufacturing, Marine Sciences, Public Services.

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[1] *Occupational Outlook Handbook*, Dept. of Labor, 1974-75, p. 529.

15.100 Engineering

15.105	Aerospace engineers
15.110	Agricultural engineers
15.115	Biomedical engineers
15.120	Ceramic engineers
15.125	Chemical engineers
15.130	Civil engineers
15.135	Electrical engineers
15.140	Industrial engineers
15.145	Marine engineers
15.150	Mechanical engineers
15.155	Metallurgical engineers
15.160	Mining engineers
15.165	Petroleum engineers
15.199	Other

15.200 Technicians

15.205	Broadcast technicians
15.210	Drafters
15.215	Engineering and science technicians
15.220	Environmental technicians
15.225	Food processing technicians
15.230	Opticians, lens grinders, polishers
15.235	Surveyors
15.299	Other

16.000 TRANSPORTATION

Careers in the transportation industry involve movement of goods and people by air, mail, water and highways.[1] Careers are included from the U.S. Office of Education Career Cluster area: Transportation.

16.100 Air Transportation Careers

16.105	Air traffic controllers
16.110	Aircraft mechanics
16.115	Airline dispatchers
16.120	Flight attendants
16.125	Flight engineers
16.130	Ground radio operators and teletypists
16.135	Pilots and co-pilots
16.140	Traffic agents
16.199	Other

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[1] Occupational Outlook Handbook, Dept. of Labor, 1974-75, p. 729.

16.200	Driving Careers
16.205	Intercity bus drivers
16.210	Local transit bus drivers
16.215	Local truck drivers
16.220	Long distance truck drivers
16.225	Parking attendants
16.230	Taxi drivers
16.299	Other
16.300	Maritime Careers
16.305	Merchant marine officers
16.310	Merchant seamen
16.315	Longshore workers and stevedores
16.399	Other
16.400	Railroad Careers
16.405	Brake operators
16.410	Bridge and building workers
16.415	Clerks
16.420	Conductors
16.425	Locomotive engineers
16.430	Locomotive firefighters
16.435	Shop trades
16.440	Signal department workers
16.445	Station agents
16.450	Telegraphers, telephoners, and tower workers
16.455	Track workers
16.499	Others

ADULT CAREER RESOURCES

01.000 **TITLE:** Administrative Careers in the VA (No. 05-50)

DATE: 1971 **PAGES:** 13
PRICE: No Charge **READING LEVEL:** III

SOURCE: Veterans Administration
Forms and Publications Depot
2625 Shirlington Road
Arlington, Virginia 22206

Booklet gives a helpful overview of the VA bureaucracy as it lists and describes the many career categories available. Because it is tied into the Civil Service system, the VA's description of background requirements seem vague. Good data is given on opportunities for women and minorities.

01.000 **TITLE:** Careers in Business

DATE: 1972 **PAGES:** 31
PRICE: $1.00 **READING LEVEL:** III

SOURCE: National Business Education Association
1201 Sixteenth Street, N.W.
Washington, D.C. 20036

Discusses types of business occupations and careers, opportunities available, preparation needed and qualifications which must be met. Careers in automatic data processing, clerical and secretarial occupations, management, marketing and distribution, bookkeeping and accounting, teaching and as a business owner are discussed.

01.000 **TITLE:** The Coating Industry--Creative Challenge in Management and Science

DATE: 1967 **PAGES:** 16

PRICE: $.50 **READING LEVEL:** III

SOURCE: Paint Industry Education Bureau
1500 Rhode Island Avenue, N.W.
Washington, D.C. 20005

Good presentation of jobs in coating industry. Includes responsibilities, salaries, and educational requirements. Most positions require college degrees, but there are some positions for high school graduates. Excellent information on industry's work.

01.000 **TITLE:** Invitation to Achievement: Your Career in Management

DATE: 1972 **PAGES:** 32

PRICE: Single Copy Free on official stationary **READING LEVEL:** III

SOURCE: American Management Associations
American Management Association Building
135 West 50th Street
New York, New York 10020

Booklet describes management career, including work duties and history of occupation. Qualifications, advancement possibilities, employment outlook, and methods of entrance mentioned. Opportunities for women included.

01.000 **TITLE:** Popeye and Business and Office Careers

AUTHOR: Joe Gill
DATE: 1973 **PAGES:** 30
PRICE: $.25 **READING LEVEL:** I

SOURCE: King Features
235 East 45th Street
New York, New York 10017

Review of business and office occupations: receptionist, typist, file clerk, stenographer, office machine operators, computer-related occupations, systems analyst, actuary and accountant. Educational preparation, work setting and duties, economic outlook included. Job entrance and salary not discussed. Sex-stereotyping of occupations throughout.

01.005 **TITLE:** Accountant (No. 63)

DATE: 1973 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Excellent description of the field and choices within it. In-depth explanation of opportunities, education requirements, personal qualifications, opportunities for training and promotion, outlook, working conditions and earnings highlight this occupational brief.

01.005 **TITLE:** Accountant

DATE: 1972 **PAGES:** 3
PRICE: No Charge **READING LEVEL:** III

SOURCE: Idaho Department of Employment
Research and Analysis Section
Box 7189
Boise, Idaho 83707

Brief concisely covers this career field. Duties, working conditions, hours and salaries are given. Employment outlook, opportunities for women and educational requirements are more than adequately discussed.

01.005 **TITLE:** Accounting for Your Future

DATE: 1971 **PAGES:** 23
PRICE: No Charge **READING LEVEL:** III

SOURCE: United Business Schools Association
1730 M Street, N.W.
Washington, D.C. 20036

Excellent guide for those interested in an accounting career. Duties, salaries, educational requirements of accountants both in private businesses and government are outlined. Information also given on outlook of the career and on opportunities for women.

01.005 TITLE: Find A Career That Counts--In Hospital Financial Management

DATE: 1971 PAGES: 24
PRICE: Single Copy Free READING LEVEL: III

SOURCE: Hospital Financial Management Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Pamphlet discusses twenty-two different careers in the hospital financial department. Included are explanations of work duties, education and skills, qualifications, and salary.

01.005 TITLE: Public Accounting as a Career for You

DATE: 1973 PAGES: 6
PRICE: Single Copy Free READING LEVEL: III

SOURCE: National Society of Public Accountants
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20006

Booklet is aimed at those planning college. Describing nature of the profession, history, advancement opportunities, income, personal characteristics and educational requirements, this booklet is a complete review of the career.

01.005 TITLE: What's It Like To Be An Accountant?

DATE: 1970 PAGES: 24
PRICE: Single Copy Free READING LEVEL: II

SOURCE: American Institute of Certified Public Accountants
666 Fifth Avenue
New York, New York 10019

Professionals working in the major accounting areas answer questions on: job-related personal rewards, advancement opportunities, educational preparation, entry salaries and potential income, job responsibilities, advantages and disadvantages of the profession. Aimed at high school students, booklet contains relevant information for adults. Opportunities for women and minorities indicated. Report of an AICPA study on the impact of future economic, social, political and technical development on job prospects for accountants.

01.010 TITLE: Advertising: A Career of Action and Variety for Exceptional Men and Women
DATE: 1973 PAGES: 23
PRICE: Single Copy Free READING LEVEL: III

SOURCE: American Association of Advertising Agencies
200 Park Avenue
New York, New York 10017

Excellent booklet describing different jobs in advertising, their duties, qualifications and potential. It also gives guidance as to the educational requirements of a career in advertising.

01.010 TITLE: Careers in Point-of-Purchase Advertising

DATE: Not Given PAGES: 2
PRICE: No Charge READING LEVEL: III

SOURCE: Point-of-Purchase Advertising Institute
60 East 42nd Street
New York, New York 10017

This flyer describes the job of setting up advertising displays in retail outlets. Primarily describes duties and training requirements. Salaries, hiring outlook and personal qualifications not given.

01.010 TITLE: Jobs in Advertising

DATE: 1974 PAGES: 9
PRICE: $.20 READING LEVEL: III

SOURCE: American Advertising Federation
1225 Connecticut Avenue, N.W.
Washington, D.C. 20036

Booklet describes the field of advertising and various job classifications within the field. Different levels of supervisors in public relations are included. Qualifications and college information listed.

01.015 TITLE: Law as a Career

DATE: 1973
PRICE: $.40

PAGES: 9
READING LEVEL: III

SOURCE: American Bar Association
Circulation Department
1155 East 60th Street
Chicago, Illinois 60637

Pamphlet begins with excellent introduction explaining the brochure. Information includes lawyers' role in society, different types of lawyers and duties. Pre-law education is given along with law school requirements, costs, financial aid and rules for admission to the bar. Statistics of the profession are included.

01.015 TITLE: Women in Law (No. 335)

DATE: 1972
PRICE: $.35

PAGES: 6
READING LEVEL: III

SOURCE: Mademoiselle
Box 3389, Grand Central Station
New York, New York 10017

Aimed solely at women, this report discusses women's status in the legal profession. Much useful career information is imparted through narration. Good career sketches included.

01.020 **TITLE:** Bank Manager (Branch) (Career Summary S-325)

DATE: 1973 **PAGES:** 2
PRICE: $.20 **READING LEVEL:** III

SOURCE: Careers, Inc.
Largo, Florida 33540

Description of duties, working conditions, personal and educational requirements and salaries for those interested in bank manager positions. It also includes a list of related careers and future job outlook for bank managers.

01.025 **TITLE:** Careers in City Management

AUTHOR: Andrew W. Boesel
DATE: 1969 **PAGES:** 16
PRICE: $1.00 **READING LEVEL:** III

SOURCE: B'nai B'rith Career and Counseling Services
1640 Rhode Island Avenue, N.W.
Washington, D.C. 20036

This brochure gives a thorough overview of city management, stressing personal qualities and educational prerequisites. Attention also given to duties, openings for women, wages, hours and future need for city managers.

01.030 **TITLE:** Credit Analyst (Banking) (No. 355)

DATE: 1974
PRICE: $.50
PAGES: 4
READING LEVEL: II

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Credit analysts' work reviewed including description of different loans, variety of duties, advancement, salary and benefits. Training requirements, personal qualifications, method of entry and employment outlook given, noting policy of hiring women and handicapped. Related occupations and further reading sources listed.

01.030 **TITLE:** Credit Manager (No. 168)

DATE: 1974
PRICE: $.35
PAGES: 7
READING LEVEL: III

SOURCE: Careers, Inc.
Largo, Florida 33540

Reviews overall responsibilities of credit manager. Booklet also delineates the variety of credit-related career opportunities. History, duties, working conditions, personal and educational qualifications, earnings and advancement possibilities are given as well as future supply and demand outlook

01.035 TITLE: Building Management Officers (No. 10-65)

DATE: 1969 PAGES: 6
PRICE: No Charge READING LEVEL: III

SOURCE: Veterans Administration
Forms and Publications Depot
2625 Shirlington Road
Arlington, Virginia 22206

Brochure offers good description of duties and training of VA hospital managers. Hiring outlook is not discussed, but salaries and benefits are. Educational requirement briefly mentioned. No sex bias shown.

01.035 TITLE: Hospital or Health Administrator

DATE: 1974 PAGES: 2
PRICE: No Charge READING LEVEL: III

SOURCE: Virginia Health Careers
Virginia Council on Health and Medical Care
P.O. Box 12363, Central Station
Richmond, Virginia 23241

Pamphlet gives a brief description of different aspects of this career including job description, personal qualifications, outlook, opportunities, education and salary. The individual who wants detailed information would need supplementary material.

01.035 **TITLE:** Your Career in Hospital Administration

DATE: 1972 **PAGES:** 24
PRICE: No Charge **READING LEVEL:** III

SOURCE: American College of Hospital Administrators
840 North Lake Shore Drive
Chicago, Illinois 60611

Highlights career opportunities in hospital and health care administration. Pinpoints characteristics of hospitals that pose unique problems of administration. Examines the role and responsibilities of the administrator; personal qualifications required; preparatory academic programs including administrative residency requirements; role of the professional society; salary range; employment and advancement opportunities. Bibliography on additional career sources.

01.040 **TITLE:** Cafeteria and Retail Management Careers in VA Hospital Canteens (No. 10-81)
DATE: 1973 **PAGES:** 9
PRICE: No Charge **READING LEVEL:** III

SOURCE: Veterans Administration
Forms and Publications Depot
2625 Shirlington Road
Arlington, Virginia 22206

Describes cafeteria and retail management careers with VA. Booklet is recruiting those with an educational level of two years beyond high school. Nature of the career and career ladder steps are described as well as salary levels. Special needs of the veteran as represented in the VA canteen are described.

01.040 TITLE: Club Management: A Path to a Rewarding Future

DATE: 1973
PAGES: 23
PRICE: No Charge
READING LEVEL: III

SOURCE: Club Managers Association of America
Suite 705
5530 Wisconsin Avenue, N.W.
Washington, D.C. 20015

City-luncheon, country, yacht and other clubs reviewed by site, activities and some of managers' duties. History of clubs, salary breakdown, experience, personal attributes, credentials given. Schools with courses preparatory to club management and program of study listed.

01.040 TITLE: Hotel-Motel Manager (No. B-89)

DATE: 1974
PAGES: 7
PRICE: $ .35
READING LEVEL: III

SOURCE: Careers, Inc.
Largo, Florida 33540

Describes the career by definition, mentioning history, importance, and duties. Also discusses working conditions, educational requirements and personal qualifications. Lists earnings, hours, outlook and opportunities for advancement.

01.040 TITLE: Your Career in the Hotel-Motel Industry

DATE: 1973 PAGES: 14
PRICE: No Charge READING LEVEL: II

SOURCE: American Hotel and Motel Association
Educational Institute
Kellogg Center
Michigan State University
East Lansing, Michigan 48823

Description of the hotel-motel industry, its growth, and current types of facilities. A listing of the departments and positions with brief job responsibilities and advancement opportunities outlined. Primary job classifications are given plus general training requirements and entry opportunities for each area.

01.050 TITLE: Marketing Research Worker (No. 254)

DATE: 1974 PAGES: 4
PRICE: $.35 READING LEVEL: II

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Brief includes job definition, preparation, duties, work settings, employers, salary, entry methods, and personal attributes. Short reviews of occupations of interviewer, field supervisor, questionnaire writer, editor, coder, tabulator, statistician and analyst included.

01.055 TITLE: Building Manager (No. 459)

DATE: 1973 PAGES: 4
PRICE: $.35 READING LEVEL: II

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Pamphlet explains working conditions, requirements and work performed by a building manager. Hours and earnings are given, along with employment outlook.

01.060 TITLE: Hospital Personnel Director (AHA Health Careers Series No. 8)

DATE: 1969 PAGES: 3
PRICE: Single Copy Free READING LEVEL: II

SOURCE: American Hospital Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Good presentation of responsibilities, personal qualifications and educational requirements for the job of personnel director. Includes description of special educational programs.

01.060 TITLE: Job Analyst (No. 272)

DATE: 1973
PRICE: $.35

PAGES: 4
READING LEVEL: III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Career brief gives a good explanation of a job analyst and work duties involved. Material is also informative on education requirements, salary, and working conditions in this career field.

01.060 TITLE: Personnel Administration Occupations (No. B-86)

DATE: 1974
PRICE: $.35

PAGES: 7
READING LEVEL: III

SOURCE: Careers Inc.
Largo, Florida 33540

Booklet reviews history and importance of personnel careers. A general list of duties is compiled. Descriptions given for each of the different positions in personnel (job analyst, training director, employment manager, and others). Working conditions, requirements, qualifications and advancement prospects are discussed.

01.060 TITLE: Training Director (No. B-179)

DATE: 1974 PAGES: 7
PRICE: $.35 READING LEVEL: III

SOURCE: Careers, Inc.
Largo, Florida 33540

Included in this complete brief on training directors is information on the duties, working conditions, personal qualifications, educational requirements, outlook and earnings. Sections on opportunities for women, related careers and advancement prospects are included.

01.065 TITLE: Public Relations--A Growing Field

DATE: 1974 PAGES: 2
PRICE: Single Copy Free READING LEVEL: III

SOURCE: Public Relations Society of America
845 Third Avenue
New York, New York 10022

Pamphlet describes fast growing opportunities in the field of public relations. Suggestions given as to type of people most suitable in this field. Work setting, advancement possibilities, advantages, disadvantages, and occupation's importance included.

01.065 TITLE: Public Relations Officer, College (Career Summary S-331)

DATE: 1974 PAGES: 2
PRICE: $.20 READING LEVEL: III

SOURCE : Careers, Inc.
Largo, Florida 33540

Summary lists type of work, conditions, personal and educational qualifications, salary, and recommends methods of entering field. Further information sources also given.

01.065 TITLE: Public Relations Specialist (No. 172)

DATE: 1974 PAGES: 4
PRICE: $.35 READING LEVEL: III

SOURCE: Chronicle Guidance Publications Inc.
Moravia, New York 13118

Booklet discusses history of public relations and work performed today. Information on places of employment, personal and educational qualifications, earnings and employment outlook given.

01.070 TITLE: Hospital Purchasing Agent (AHA Health Careers Series No. 1)

DATE: 1972 PAGES: 3
PRICE: Single Copy Free READING LEVEL: II

SOURCE: American Hospital Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Presentation of duties, working conditions, salaries, personal and educational requirements for a career as a hospital purchasing agent included in pamphlet.

01.099 TITLE: Airport Management: A Profession

DATE: 1971 PAGES: 6
PRICE: Single Copy Free READING LEVEL: III

SOURCE: American Association of Airport Executives
2029 K Street, N.W.
Washington, D.C. 20008

Variations in airport ownership and operation are discussed. An airport manager's responsibilities are explored. Challenges encountered in breaking into the field, personality and education requirements noted. Details given on the airport management accreditation program. Outlook for growth of the career field is presented.

01.099 **TITLE:** Airport Managers (No. 271)

DATE: 1973 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Directed to male college-bound students. Duties, academic qualifications, entrance methods, salary and importance of airport for a community discussed. Time needed for advancement steps, personal attributes given, advantages and disadvantages not included. Additional information sources listed.

01.099 **TITLE:** Careers in Corporate Management

AUTHOR: Sanford Kleiner
DATE: 1969 **PAGES:** 19
PRICE: $1.00 **READING LEVEL:** III

SOURCE: B'nai B'rith Career and Counseling Services
1640 Rhode Island Avenue, N.W.
Washington, D.C. 20036

Good presentation of careers in corporate management. Includes information on personal and educational requirements, nature of work, areas of specialization, income, working conditions, job outlook, and opportunities for women and minority groups.

01.099 **TITLE:** Careers in Synagogue and Temple Administration

AUTHOR: Myron E. Schoen
DATE: 1969 **PAGES:** 11
PRICE: $1.00 **READING LEVEL:** III

SOURCE: B'nai B'rith Career and Counseling Services
1640 Rhode Island Avenue, N.W.
Washington, D.C. 20036

Describes professional administrator duties and requirements. Emphasizes personal ambition and desire to choose this career. Educational requirements, duties and responsibilities discussed. Opportunities for women given special mention.

01.099 **TITLE:** Theater Managers (No. 98)

DATE: 1974 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** III

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Good explanation of duties, working conditions, entrance, personal and educational requirements, salaries and professional outlook for a career in theater managing. References and sources of additional information included.

02.000 **TITLE:** Careers Unlimited

DATE: 1972 **PAGES:** 23
PRICE: 5/$2.00 **READING LEVEL:** III

SOURCE: Women in Communications, Inc.
8305-A Shoal Creek Boulevard
Austin, Texas 78758

Excellent summary of careers in journalism and communication for women. Included are careers in writing and editing the news, magazines, advertising, public relations, and broadcasting. Brief also includes sample resumes and ideas in job-hunting.

02.000 **TITLE:** Popeye and Communications and Media Careers

AUTHOR: Joe Gill
DATE: 1973 **PAGES:** 34
PRICE: $.25 **READING LEVEL:** I

SOURCE: King Features
235 East 45th Street
New York, New York 10017

Occupations in newspapers and magazines, TV-radio, telephone and telegraph surveyed. Work duties and settings, qualifications, credentials, advantages and disadvantages, and importance to community included. Salary, advancement possibilities and methods of entrance not always given.

02.100 **TITLE:** The Big Story: Ten Questions and Answers About the Blooming Career Field of Journalism and Communications

DATE: 1973 **PAGES:** 10
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Sigma Delta Chi
35 East Wacker Drive
Chicago, Illinois 60601

Set in a "question and answer" format and an easy-to-read style, booklet gives detailed information about the variety of journalism careers. Usually a full-time job, it also may appeal to women as an ideal part-time profession. Advantages and salary information detailed. Intangible rewards and growth potential outlined. While not excluding those non-college bound individuals, the booklet stresses that entry in journalism is easier with a degree.

02.100 **TITLE:** Some Specifics on Newspaper Careers

DATE: 1973 **PAGES:** 8
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: The Newspaper Fund
P.O. Box 300
Princeton, New Jersey 08540

Aimed at the college student considering a journalism career, this brochure gives detailed information on the mental make-up of the successful newspaper person. Detailed information is also given on the career choices of journalism graduates of 1972 and where they went to work. This piece, while interesting would best be used with supplemental, more general career information.

02.100 **TITLE:** A Newspaper Career and You

DATE: 1974 **PAGES:** 20
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Newspaper Fund
P.O. Box 300
Princeton, New Jersey 08540

Booklet describes personal and educational requirements of a career in journalism. Ample information given on journalism education and where recent graduates have found jobs. Beginning salaries, methods of entrance, and journalism's code of ethics are also discussed.

02.100 **TITLE:** Your Future in Daily Newspapers

DATE:1973 **PAGES:** 23
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: American Newspaper Publishers Association Foundation
P.O. Box 17407
Dulles International Airport
Washington, D.C. 20041

Excellent presentation of positions in daily newspapers. Includes requirements, duties and working conditions of reporters, copy editors, photojournalists, librarians and editors. Also gives employment outlook and educational opportunities.

02.105 **TITLE:** Writer, Literary (Free Lance) (No. 212)

DATE: 1974 **PAGES:** 4

PRICE: $.35 **READING LEVEL:** II

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Variety of work performed by free-lance writers described. General working conditions, salary, personal requirements, education, and employment outlook included, emphasizing the writer as the one responsible for determining work pace and other conditions. Related occupations and information sources listed.

02.110 **TITLE:** Editing (No. 15)

DATE: 1972 **PAGES:** 2

PRICE: $.50 **READING LEVEL:** III

SOURCE: Alumnae Advisory Center
544 Madison Avenue
New York, New York 10022

Summary presentation of editorial positions. Brief review with limited discussion of job opportunities, work duties, credentials, qualifications, methods of entrance, advancement, employers, and further information sources. Work duties of different fields of editing given, including book, magazine, film and newspaper.

02.110 **TITLE:** Editor, Newspaper (Weekly) (No. 128)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

In-depth information on the career of a weekly newspaper editor given. This practical and smoothly written brief covers all of the career's aspects, including self-imposed overtime, training, salaries and other rewards of owning and running newspapers. Description is somewhat sexist.

02.110 **TITLE:** People Who Organize Facts - Sports Editor

MEDIA: Filmstrip **PRICE:** $37.50/set (4 in a set)
DATE: 1972 **TIME:** 7 minutes

SOURCE: Guidance Associates
41 Washington Avenue
Pleasantville, New York 10570

Color, sound filmstrip is available with record or cassette and has highly effective sound and sight effects. Filmstrip centers around daily activities of sports editor Tom Moon. Various facets of a sports news program's production are explored: interviewing, research, background writing and editing. Occupation's exciting nature on a daily basis is stressed.

02.115 TITLE: Career As A Foreign Correspondent - News Correspondent

DATE: 1973
PAGES: 22
PRICE: $1.00
READING LEVEL: III

SOURCE: The Institute For Research
Chigago, Illinois

Inspiring and informative examination of careers in foreign correspondence and news correspondence. Thorough examination of historical development, impact, and importance of the field. Varied working environments, duties, personal characteristics, positive and negative aspects involved are discussed. Entrance into field emphasized.

02.115 TITLE: Newspaper Reporter (S-111)

DATE: 1974
PAGES: 2
PRICE: $.20
READING LEVEL: III

SOURCE: Careers, Inc.
Largo, Florida 33540

Good presentation of duties, working conditions, personal qualifications and educational requirements of a career as a newspaper reporter. Also included are job outlook, earnings, and related careers.

02.120 TITLE: Is Technical Writing Your Career?

DATE: 1973 PAGES: 6
PRICE: No Charge READING LEVEL: III

SOURCE: Society for Technical Communication
Suite 421
1010 Vermont Avenue, N.W.
Washington, D.C. 20005

Brief presents duties, training and qualifications necessary for a career in technical writing. Salary, job definition, list of employers, and presentation of employment needs are included.

02.120 TITLE: Technical Writing (No. 6)

DATE: 1972 PAGES: 1
PRICE: $.25 READING LEVEL: III

SOURCE: Alumnae Advisory Center
541 Madison Avenue
New York, New York 10022

Aimed at those planning college, this brief reviews the career responsibilities of a technical writer. Concise information given on work, education, employees, helpful background and further sources of information.

02.120 **TITLE:** Why Not Be A Technical Writer? (No. 47)

DATE: 1971 **PAGES:** 6
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: United States Department of Labor
Women's Bureau
Washington, D.C. 20037

Leaflet emphasizes the growing opportunities for women in the field of technical writing. Descriptions are included of the experiences of five women who are doing this type of work. Recommended schooling and experience are outlined. Several sources for additional information are provided.

02.120 **TITLE:** Writer, Technical (No. 178)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications Inc.
Moravia, New York 13118

This brochure introduces the career of technical writer by describing different types of writers and work performed. Earnings, work conditions, personal qualifications, and educational requirements are covered. Opportunities for women mentioned.

02.199 **TITLE:** Lexicographer (Career Summary S-323)

DATE: 1973 **PAGES:** 2
PRICE: $.20 **READING LEVEL:** III

SOURCE: Careers, Inc.
Largo, Florida 33540

Fact sheet outlines work duties, working conditions, personal qualifications, education, salary, employment outlook, and related work of a career in lexicography. Stress is placed on the need for graduate level training. Listing of universities providing necessary training included.

02.199 **TITLE:** Shorthand Reporting as a Career

DATE: 1973 **PAGES:** 20
PRICE: No Charge **READING LEVEL:** III

SOURCE: National Shorthand Reporters Association
25 West Main Street
Madison, Wisconsin 53703

Excellent brief describing duties of a shorthand reporter in different settings, such as courts, hearings, legislatures and freelance. Brief includes information on working conditions, employment opportunities, earnings, qualifications and training needed.

02.200 **TITLE:** Assignment: Worldwide with the U.S. Department of State

DATE: 1971 **PAGES:** 12
PRICE: No Charge **READING LEVEL:** II

SOURCE: U.S. Department of State
Washington, D.C. 20520

Basic duties, qualifying standards, areas of assignment, financial and health benefits are detailed for positions in the Communications Center of the Foreign Service: communications and records assistants, communications technicians. Additional background information is also provided concerning housing, shipment of personal belongings, and application procedures.

02.200 **TITLE:** Careers in Radio

DATE: 1974 **PAGES:** 16
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: National Association of Broadcasters
1771 N Street, N.W.
Washington, D.C. 20036

Good presentation of history, duties and requirements for the different careers in radio. Included are: program director, announcer, producer, music librarian, engineer, sales personnel and traffic manager. Local and network radio jobs discussed as well as educational preparation, finding a job, and FCC radio regulations.

02.200 **TITLE:** Careers in Television

DATE: 1974 **PAGES:** 20
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: National Association of Broadcasters
1771 N Street, N.W.
Washington, D.C. 20036

Booklet surveys history and future of careers in television field. Various positions and duties performed by people in areas of programming, engineering, sales and general administration examined. Necessary aptitudes, education and temperament of television broadcasting employees outlined. Special attention placed on job opportunities for women. Additional sources of information supplied throughout.

02.205 **TITLE:** Interpretation Please (No. R915)

AUTHOR: Mary DeLavergne
DATE: 1972 **PAGES:** 4
PRICE: $.15 **READING LEVEL:** III

SOURCE: Careers, Inc.
Largo, Florida 33540

Emphasizing a limited job market, this career resource is geared towards the well-educated adult of exceptional intellectual talents. Non-sexist in presentation, all job factors are described accurately and factually; further information sources listed.

02.205 **TITLE:** Interpreter (Career Summary S-13)

DATE: 1972
PRICE: $.20
PAGES: 2
READING LEVEL: III

SOURCE: Careers, Inc.
Largo, Florida 33540

Differences noted between simultaneous and consecutive interpreters. Brief also gives similarities and requirements of this exacting career. Brief is aimed at those planning college and gives information on duties, working conditions, wages, personal qualifications and education required.

02.210 **TITLE:** Disk Jockey (No. 294)

DATE: 1972
PRICE: $.35
PAGES: 4
READING LEVEL: III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Good presentation of duties, working conditions and personal qualifications for disk jockeys. The brief also includes average earnings, training required, method of entry, employment outlook and opportunities for women in the field.

02.299 **TITLE:** Radio and TV - Programming and Production
(No. 21)
DATE: 1972 **PAGES:** 2
PRICE: $.50 **READING LEVEL:** III

SOURCE: Alumnae Advisory Center
541 Madison Avenue
New York, New York 10022

Occupational field of TV and radio programming and production described in this succinct brief. Basic information on the nature of the career field provided. Beginning and advanced jobs, entry requirements and helpful background given. Salary data is missing. This piece can be of most benefit when supplemented with more detailed career information.

03.000 **TITLE:** Blue Collar Careers

AUTHOR: Glenn White
DATE: 1973 **PAGES:** 4
PRICE: Not Given **READING LEVEL:** II

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Brochure discusses different levels of blue-collar work, salary, advantages, personal satisfaction and apprenticeships involved. Importance of these jobs emphasized. Very good section on women in blue collar careers and the difficulties they encounter.

03.000 **TITLE:** Building Construction Careers

DATE: 1969 **PAGES:** 7
PRICE: $.20 **READING LEVEL:** II

SOURCE: Careers, Inc.
Largo, Florida 33540

Aimed at young men desiring work out-of-doors, this brief includes salary, training, on-the-job responsibilities, and entry requirements for construction careers as well as advancement possibilities and advantages and disadvantages of the career area. Sources of further information are included.

03.000 **TITLE:** Construction: A Man's Work

DATE: Not Given **PAGES:** 10
PRICE: $.15 **READING LEVEL:** I

SOURCE: Associated General Contractors of America
1957 E Street, N.W.
Washington, D.C. 20006

Basic information on the field of construction is given with specific careers and their responsibilities highlighted. Career ladders are included as are education and training requirements. The brochure is directed towards young men and emphasizes the ruggedness of the career field.

03.000 **TITLE:** Construction: Building Your Future

DATE: 1972 **PAGES:** 21
PRICE: $.50 **READING LEVEL:** III

SOURCE: General Building Contractors Association, Inc.
Suite 1212
2 Penn Center Plaza
Philadelphia, Pennsylvania 19102

Construction industry discussed. Job responsibilities, skills, and educational requirements detailed for the following positions: general contractor, project manager, expeditor, office manager, purchasing agent, sales representative, draftsman, design draftsman, accountant, foreman, journeyman. Advantages and disadvantages of work in the industry, apprenticeship and educational programs, and related engineering curricula included. Directed at Philadelphia area, but global in general information.

03.000 TITLE: Jobs in Construction

AUTHOR: Arthur Liebers
DATE: 1973 PAGES: 95
PRICE: $5.50 READING LEVEL: I

SOURCE: Lothrop, Lee & Shepard Co.
105 Madison Avenue
New York, New York 10016

Comprehensive review of job alternatives in the construction industry. Varying levels of education and training are given, on the job and off. New opportunities for women are stressed. However, numerous photos are primarily male-oriented showing females in office functions only. Excellent format and easy to read. Appropriate for different age levels.

03.000 TITLE: Popeye and Construction Careers

AUTHOR: Joe Gill
DATE: 1973 PAGES: 32
PRICE: $.25 READING LEVEL: I

SOURCE: King Features
235 East 45th Street
New York, New York 10017

Comic book format gives good general information on construction fields such as: architecture, carpentry, plumbers and pipe fitters, bricklayers, ironworkers, plasterers, civil and electrical engineers, electricians, draftsmen, surveyors, and heavy equipment operators. Work duties and settings, qualifications, required credentials and employment outlook included. Salaries not mentioned.

03.010 **TITLE:** Bricklayers

DATE: 1973 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: The Associated General Contractors of America, Inc.
1957 E Street, N.W.
Washington, D.C. 20006

Summary describes nature of work, places of employment, training, advancement and employment outlook for a career as a bricklayer. Suggestions for places to contact to obtain information on apprenticeship training programs included.

03.015 **TITLE:** Carpenter

DATE: 1970 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
P.O. Box 59
Jefferson City, Missouri 65101

Good presentation of the nature of work, working conditions, earnings, requirements for entry and employment outlook for carpenters. Information specifics, such as salary and employment outlook, apply to the greater St. Louis area. Other information is general and can be applied anywhere.

03.015 TITLE: Carpentry

DATE: 1973 PAGES: 2
PRICE: Single Copy Free READING LEVEL: II

SOURCE: Associated General Contractors of America, Inc.
1957 E Street, N.W.
Washington, D.C. 20006

Summary of nature of work, working conditions, places of employment, training, advancement and salaries for carpenters. It also includes employment outlook and training opportunities. Apprentice training opportunity sources are listed as well.

03.015 TITLE: Construction Carpenter (No. 6)

DATE: 1971 PAGES: 12
PRICE: No Charge READING LEVEL: III

SOURCE: New Jersey Division of Planning and Research
Labor and Industry Building
P.O. Box 359
Trenton, New Jersey 08625

General description of the job of construction carpenter includes work setting, job entrance methods, and income levels. Educational costs and advancement opportunities glossed over. Additional source material listed.

03.020 **TITLE:** Cement Masons

DATE: 1973 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: The Associated General Contractors of America, Inc.
1957 E Street, N.W.
Washington, D.C. 20006

Information sheet designed to give basic facts and encourage reader to pursue topic further. Further sources of information are listed, particularly for local training opportunities.

03.020 **TITLE:** Cement Mason (No. 390)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** II

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Introduction to occupation of cement mason. Work performed described in detail. Education and training requirements, working conditions, and salary range considered. Physical demands, methods of entry, time needed to advance presented briefly.

03.020 **TITLE:** Cement Mason

DATE: 1970 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
P.O. Box 59
Jefferson City, Missouri 65101

Brief presents the nature of the job, working conditions, earnings, requirement for entry, job opportunities and employment outlook for cement masons. Specifics, such as salary and employment outlook, applicable only to the greater St. Louis area.

03.025 **TITLE:** Laborers (No. 109)

DATE: 1974 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** I

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Information on various types of laborers includes descriptions of work performed. History, entrance methods, advancement possibilities, personal and physical requirements, earnings and future trends noted. Organizations offering information, periodicals and selected references also listed.

03.030 **TITLE:** Outside Electrical Worker

DATE: 1970
PRICE: Single Copy Free
PAGES: 2
READING LEVEL: III

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
Box 59
Jefferson City, Missouri 65101

Discusses the nature of the work, working conditions and the employment outlook for linemen. Requirements for entry and earnings are also given with particular attention to the greater St. Louis area. Opportunities for advancement and information on journeymen are covered.

03.035 **TITLE:** Elevator Constructor (Mechanic) (No. 286)

DATE: 1974
PRICE: $.35
PAGES: 4
READING LEVEL: III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Occupational brief begins with short history of elevators and defines the position of elevator constructor. Work performed, working environment, and places of employment are all described. Personal and educational training requirements are included as well as specific information on salary, hours, and benefits.

03.040 TITLE: Floor Covering Installers (No. 14)

DATE: 1973	**PAGES:** 4
PRICE: $.49	**READING LEVEL:** III

SOURCE: Science Research Associates
259 East Erie Street
Chicago, Illinois 60611

Brief gives excellent information on the nature of work for general installer and carpeting workers. Also lists requirements, preparation for this career, education, getting started, advancement, earnings, and sources of additional information.

03.050 TITLE: Lather

DATE: 1970	**PAGES:** 2
PRICE: Single Copy Free	**READING LEVEL:** II

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
Box 59
Jefferson City, Missouri 65101

Fact sheet provides precise information on working conditions, employment outlook, earnings, and entry requirements of the lathing profession. Particular reference is made to working conditions in the St. Louis area; however, leaflet is applicable to other areas.

03.060 **TITLE:** Operating Engineer

DATE: 1973
PRICE: Single Copy Free
PAGES: 2
READING LEVEL: II

SOURCE: Associated General Contractors of America, Inc.
1957 E Street, N.W.
Washington, D.C. 20006

Brief includes nature of work, places of employment, training, advancement and employment opportunities for operating engineers (construction machine operators). List of apprentice training opportunities in the locality is also given.

03.060 **TITLE:** Operating Engineer (Heavy Equipment Operator) (No. 171)

DATE: 1974
PRICE: $.35
PAGES: 4
READING LEVEL: III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Thorough discussion of the training requirements for this skilled occupation. Apprenticeship training is recommended for the preferred ages of 18 to 25. The education requirements, hours, wages and opportunities for this largely unionized career are given. Related occupations and additional sources of information are included.

03.060 **TITLE:** Operating Engineer

DATE: 1970 **PAGES:** 3
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
Box 59
Jefferson, City, Missouri 65101

Guide contains information on the nature of work, work settings, wages and apprenticeship training programs pertaining to the greater St. Louis area. Most information, however, is general and applicable anywhere.

03.065 **TITLE:** Opportunity in the Painting, Decorating and Coating Trade
DATE: 1974 **PAGES:** 3
PRICE: No Charge **READING LEVEL:** III

SOURCE: National Joint Painting, Decorating and Dry Wall Apprenticeship and Training Committee
1709 New York Avenue, N.W.
Suite 110
Washington, D.C. 20006

Introduction describes apprenticeship and earnings. Discussion of nature of work, duties and working conditions. Description of painters, paper hangers and drywall tapers is also included. Requirements, getting started and advancement and future outlook are listed.

03.065 TITLE: Painter

DATE: 1970
PRICE: Single Copy Free
PAGES: 2
READING LEVEL: III

SOURCE Missouri Department of Labor and Industrial Relations
Division of Employment Security
P.O. Box 59
Jefferson City, Missouri 65101

Guide gives general information on a painter, especially the type of work and working conditions. Information on salaries, employment opportunities and apprentice programs is applicable to the greater St. Louis area, but other information is general and applicable to any geographical area.

03.065 TITLE: Painter, Construction (No. B-70)

DATE: 1973
PRICE: $.35
PAGES: 4
READING LEVEL: III

SOURCE: Careers, Inc.
Largo, Florida 33540

Brief contains information on duties, working conditions, hours, education and training opportunities. Earnings and advancement possibilities of construction painters and related occupations are also given. History of the occupation, personal and training requirements, and places of employment are included. A note on unions, associations, and further information sources is provided.

03.070 **TITLE:** Plasterer (Career Summary S-80)

DATE: 1974 **PAGES:** 2
PRICE: $.20 **READING LEVEL:** II

SOURCE: Careers, Inc.
Largo, Florida 33540

Duties, working conditions, personal qualifications and training required are described. General information concerning earnings and hours are given. Other sections include outlook for plasterers and related careers.

03.070 **TITLE:** Plasterer (No. 64)

DATE: 1973 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** II

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Detailing the steps involved in plastering a wall, this brief gives a good view of the duties, working conditions, training and skills required for this occupation. Information is also included on earnings, outlook and promotion opportunities. Related occupations and further information sources are given.

03.070 **TITLE:** Plasterer

DATE: 1970 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
P.O. Box 59
Jefferson City, Missouri 65101

Guide gives information on the type of work, work conditions, earnings, entry requirements and advancement opportunities for a plasterer. Specific information applicable only to the greater St. Louis area, but general data (description of work, for example) applies anywhere.

03.070 **TITLE:** Plastering

DATE: 1971 **PAGES:** 32
PRICE: No Charge **READING LEVEL:** III

SOURCE: National Plastering Industry's Joint Apprenticeship Trust Fund
National Headquarters
1000 Vermont Avenue, N.W.
Washington, D.C. 20005

Providing a good overview of the career, this well-illustrated booklet gives information on the nature of the work, history, location, wages and benefits of this craft. The booklet describes apprenticeship training and union membership.

03.070 **TITLE:** You, Your Hands and the Plasterers Job Corps Training Program

DATE: 1972 **PAGES:** 4
PRICE: No Charge **READING LEVEL:** II

SOURCE: National Plastering Industry's Joint Apprenticeship Trust Fund
1000 Vermont Avenue, N.W.
Washington, D.C. 20005

Pamphlet describes the apprenticeship training program for plasterers, including the duration, opportunities, education and wages while in training. A list of other trades under the Job Corps Training Program that provide apprenticeships is also presented.

03.075 **TITLE:** Pipe Fitter and Steam Fitter (No. 285)

DATE: 1973 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

History of occupation given with description of the nature of work and training as pipefitter or steam fitter. Personal qualifications are cited and earnings given. Realistic description of working conditions, discussion of unionization and employment outlook are also given.

03.075 **TITLE:** Plumbers and Pipefitters (No. B-66)

DATE: 1973
PRICE: $.35
PAGES: 7
READING LEVEL: III

SOURCE: Careers, Inc.
Largo, Florida 33540

Career booklet defines occupations of plumbers and pipefitters and their history and importance. Duties, working conditions and qualifications are also listed. Training opportunities earnings and places of employment are presented. Sections on unions, further information sources and how to measure one's ability and interest are included.

03.080 **TITLE:** Roofer

DATE: 1970
PRICE: Single Copy Free
PAGES: 2
READING LEVEL: III

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
Box 59
Jefferson City, Missouri 65101

The roofer's occupation is described quite well, covering some of the less desirable working conditions. Wages, employment outlook and job entry requirements are well covered. Although written for the greater St. Louis area, most information applies anywhere.

03.080 **TITLE:** Roofer (No. 54)

DATE: 1968 **PAGES:** 12
PRICE: No Charge **READING LEVEL:** II

SOURCE: New Jersey Division of Planning and Research
Labor and Industry Building
P.O. Box 359
Trenton, New Jersey 08625

The occupation of roofer is detailed, giving information on on-the-job training programs, apprenticeship training and other methods of entering the field. Although aimed at the New Jersey resident, this booklet contains information on outlook, wages, hours, training costs and further sources of information that are applicable to all exploring the career field.

03.085 **TITLE:** Sheet Metal Worker (Career Summary No. S-56)

DATE: 1973 **PAGES:** 2
PRICE: $.20 **READING LEVEL:** III

SOURCE: Careers, Inc.
Largo, Florida 33540

This career brief summarizes the occupation of sheet metal worker and gives a fairly comprehensive listing of mental and physical requirements. Also covered are salary norms, entry methods, hiring outlook and working conditions. In addition, a good description of the nature of the work is given.

03.095 **TITLE:** Iron Workers

DATE: 1973 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: The Associated General Contractors of America, Inc.
1957 E Street, N.W.
Washington, D.C. 20006

This flyer is a summary of the nature of work, places of employment, training, advancement and employment outlook for iron workers. Structural, reinforcing, and ornamental iron workers are included.

03.095 **TITLE:** Structural and Ornamental Iron Workers

DATE: 1970 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
P.O. Box 59
Jefferson City, Missouri 65101

Describing this apprenticeship method-of-entry career in general terms, the brief gives helpful information on the occupation of structural and ornamental iron workers. Included is information on method of entry, requirements and apprenticeship salaries as well as data on employment outlook. Written for the greater St. Louis area, the general information is not limited to this geographical area.

03.099 TITLE: Highway Engineer (Career Summary S-78)

DATE: 1974	**PAGES:** 2
PRICE: $.20	**READING LEVEL:** III

SOURCE: Careers, Inc.
Largo, Florida 33540

Career summary gives good information on work duties and conditions, personal qualifications, education, and licensing. Notes additional information sources and related careers as well as a section on measuring ability and interest.

04.000 **TITLE:** Careers in Education

AUTHOR: F. Burtnett, J. Williams, P. Greenfield
DATE: 1973 **PAGES:** 59
PRICE: No Charge **READING LEVEL:** III

SOURCE: National Center For Information on Careers in Education
c/o American Personnel and Guidance Assoc.
1607 New Hampshire Avenue, N.W.
Washington, D.C. 20202

This booklet presents careers in the field of education, emphasizing its importance and interesting qualities. Preparation for a career in education and occupational outlook are detailed. Glossary and career ladder organized by levels of education completed are included. The careers discussed vary widely, from teaching at all levels to special education and supplemental and supportive services (administrators, computer operators, psychologist, custodians and others).

04.000 **TITLE:** Key People: Careers in Education with Your Federal Government
DATE: 1969 **PAGES:** 20
PRICE: $.25 **READING LEVEL:** II

SOURCE: Civil Service Commission
1900 E Street, N.W.
Washington, D.C. 20415

Booklet highlights teaching and other educational positions which are available in the federal government: Bureau of Indian Affairs, federal correctional institutions, Job Corps, Agency for International Development, Department of Defense overseas schools, and the Department of Health, Education and Welfare. Emphasis is placed on the inherent rewards involved in these positions, but also mentions benefits (annual leave, holidays, retirement, etc.). Addresses of Federal Job Information Centers and where to apply for jobs also included.

04.105 **TITLE:** Financial Aids Administrator (Education) (No. 486)

DATE: 1974	**PAGES:** 4
PRICE: $.35	**READING LEVEL:** III

SOURCE : Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Good presentation of responsibilities, working conditions, educational requirements, personal qualifications and social rewards of a career as a college financial aids administrator. Career brief presents data on college entrance trends and financial needs of students, emphasizing need for this occupation. Brief also includes earnings, employment outlook, advancement possibilities and a list of professional organizations.

04.205 **TITLE:** Be An Army Librarian

DATE: 1970	**PAGES:** 7
PRICE: Single Copy Free	**READING LEVEL:** III

SOURCE: Department of the Army
Overseas Recruitment Center
Special Services Section
Washington, D.C. 20315

Aimed at the individual with a master's degree in library science, the pamphlet provides an overview of the overseas and domestic Army Civilian Career Program for Librarians. The program is described, personal qualifications listed, salary schedules and further sources of information given.

04.205 TITLE: Employment Outlook for Librarians, Library Technicians (No. 1700-38)
DATE: 1972 PAGES: 6
PRICE: $.15 READING LEVEL: III

SOURCE: Superintendent of Documents (Stock Number 2901-0762)
U.S. Government Printing Office
Washington, D.C. 20402

Classification of types of libraries discussed. Specific duties of librarians and library technicians detailed. Employment locales, outlook, educational and training requirements, earnings and advancement opportunities considered. Additional sources of career information included.

04.205 TITLE: Librarians in Veterans Administration Hospitals (No. 10-61)
DATE: 1973 PAGES: 5
PRICE: No Charge READING LEVEL: III

SOURCE: Veterans Administration
Forms and Publications Depot
2625 Shirlington Road
Arlington, Virginia 22206

Pamphlet contains good information on qualifications, salaries and method of job entrance as applicable to Veterans Administration librarians. Information good for those seeking employment but not for those contemplating a career as a librarian. Fringe benefits and work locations detailed.

04.205 **TITLE:** Library Work (No. 2)

DATE: 1971
PRICE: $.25
PAGES: 1
READING LEVEL: III

SOURCE: Alumnae Advisory Center
541 Madison Avenue
New York, New York 10022

Brief description of library work given. Duties, beginning and advanced jobs are briefly described. Places of employment, education, and required training are also glossed. A list of further information sources is provided.

04.205 **TITLE:** Medical Librarianship - A Professional Career

DATE: 1971
PRICE: Single Copy Free
PAGES: 6
READING LEVEL: III

SOURCE: Medical Library Association, Inc.
919 North Michigan Avenue
Chicago, Illinois 60611

Explanation of the career, duties of a medical librarian, salaries and advancement given in the pamphlet. Also discusses availability of jobs, and places of employment. Full description of education required, and information on financial assistance is included.

04.205 **TITLE:** Who in the World Wants to Be a Librarian?

DATE: 1973 **PAGES:** 10
PRICE: No Charge **READING LEVEL:** II

SOURCE: The American Library Association
Office for Recruitment
50 East Huron Street
Chicago, Illinois 60611

Types of library work briefly presented in four sketches of librarians. Educational requirements, financial aid, types of libraries and librarians, non-professional opportunities, employment outlook, and information sources presented. Non-discrimination implied.

04.210 **TITLE:** Library Technical Assistant

DATE: 1972 **PAGES:** 3
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: American Library Association
Office for Recruitment
50 East Huron Street
Chicago, Illinois 60611

Basic recruitment literature designed to stimulate initial interest in career field. An occupation in which job training or a two year community college provides job skills, job outlook varies across the country. Lacks information pertaining to advancement possibilities, pros and cons. Reference is made to further sources of information about the career and where to locate available training programs.

04.300 **TITLE:** Teaching as a Career (No. 38)

DATE: 1972 **PAGES:** 24
PRICE: No Charge **READING LEVEL:** III

SOURCE : The American Federation of Teachers, AFL-CIO
1012 14th Street, N.W.
Washington, D.C. 20005

Considers present state of education in the U.S., emphasizing state variances. Teaching advantages and disadvantages detailed. Discusses influence of the American Federation of Teachers in improvement of teaching conditions and benefits. Personal and educational requirements, salary range, finding a job, allied careers, and future outlook are also surveyed.

04.310 **TITLE:** Faculty Member (College/University) (No. 184)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Concise description of varying responsibilities of college and university faculty members. Employment location, working conditions, personal qualifications and educational requirements discussed. Earnings, benefits, advancement opportunities and future outlook included.

04.315 TITLE: Teachers, Elementary and Secondary (No. B-72)

DATE: 1973 PAGES: 8
PRICE: $.35 READING LEVEL: II

SOURCE: Careers, Inc.
Largo, Florida 33540

Booklet gives an excellent introduction to this career area. An occupational history is mentioned briefly with much space devoted to duties and job demands. Booklet also does a fine job of covering salaries, staffing patterns, entry methods, advancement possibilities and entry requirements.

04.320 TITLE: Nursery School Teacher (Career Summary S-55)

DATE: 1973 PAGES: 2
PRICE: $.20 READING LEVEL: II

SOURCE: Careers, Inc.
Largo, Florida 33540

This brief describes the nursery school teacher, including duties and working conditions. Personal qualifications, required educational training, occupational outlook, and places of employment are also given.

04.399 **TITLE:** Athletic Coaches (No. 242)

DATE: 1974
PRICE: $.49
PAGES: 4
READING LEVEL: III

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Brief aimed mainly at describing the position of coach at an academic institution. The occupation is well reviewed, providing a career sketch, details on duties, responsibilities, rewards, salaries, etc. All aspects are covered and an excellent group of sources for further information is given.

04.399 **TITLE:** Careers in Jewish Education

AUTHOR: Ronald S. Kaiser
DATE: 1968
PRICE: $1.00
PAGES: 15
READING LEVEL: III

SOURCE: B'nai B'rith Career and Counseling Services
1640 Rhode Island Avenue, N.W.
Washington, D.C. 20036

Pamphlet describes fields of specialization in Jewish education: teaching at all levels (nursery through university), consulting and administration, hours, salaries, advantages and disadvantages. Preparation and training, employment, scholarships, job opportunities, and other information sources are included.

04.399 **TITLE:** Careers in Music

DATE: 1973 **PAGES:** 4
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Music Educators National Conference
Music Teachers National Association
1201 16th Street, N.W.
Washington, D.C. 20036

General description of musical careers, plus excellent chart stating employment opportunities, earnings, personal qualifications, requisite knowledge and skill, college entrance requirements, and training expected for each career area. Studio teaching, teaching music in elementary, secondary, colleges, and other schools described in greater detail. Music as an avocation is mentioned in terms of personal gratification.

04.399 **TITLE:** Driving Instructors (No. 324)

DATE: 1974 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

This brief thoroughly discusses personal and educational qualifications required of driving instructors. Training, salaries, advancement possibilities, and working conditions are also delineated, as well as employment outlook. Additional information sources listed.

04.399 **TITLE:** Environmental Education - A Process of Rediscovery

DATE: 1973 **PAGES:** 2
PRICE. No Charge **READING LEVEL:** III

SOURCE: New York State Department of Environmental Conservation
Division of Educational Services
Albany, New York 12201

Using sketches of people working in environmental education, the brief explains values and needs for environmental educators. It also gives information on opportunities, employment, salaries, educational and personal requirements. Organizations involved in environmental affairs and additional resources are listed.

04.399 **TITLE:** Health Educator

DATE: 1974 **PAGES:** 4
PRICE: No Charge **READING LEVEL:** III

SOURCE: Virginia Health Careers Program
Virginia Council on Health and Medical Care
P.O. Box 12363, Central Station
Richmond, Virginia 23241

Explores diverse settings in which health educators are employed. Duties performed, personal qualifications, education, working conditions, opportunities, earnings and benefits are detailed. A list of local schools offering degrees in health education as well as additional sources of information is included.

04.399 **TITLE:** Jewish Education Needs You! Make it Your Career

DATE: 1972	**PAGES:** 13
PRICE: No Charge	**READING LEVEL:** II

SOURCE: American Association for Jewish Education
114 5th Avenue
New York, New York 10011

Directed towards a high school audience, this booklet implies the possibility of work in Jewish education as a second career. Useful to those interested in Jewish communal service, further sources of information are listed. Enhancing layout and question and answer format make this a useful brochure.

04.399 **TITLE:** Jobs in Professional Home Economics (Job Family Series No. 17)

DATE: 1973	**PAGES:** 52
PRICE: $1.50	**READING LEVEL:** II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Exclusively aimed at women, this booklet describes in a somewhat lengthy manner careers in the homemaking and consumer fields. Format is written in a narrative style, discussing job duties, work settings, and educational requirements. Careers in teaching, research, business, communications, and social work are some of the areas discussed.

04.399 **TITLE:** Podiatry Education

DATE: 1974
PRICE: $.25
PAGES: 10
READING LEVEL: III

SOURCE: American Podiatry Association
20 Chevy Chase Circle, N.W.
Washington, D.C. 20015

Primarily designed for prospective podiatry students, brochure defines the field, describes practice, and lists accredited colleges. Sections on nondiscrimination, the College of Podiatry Admission Test, personal interviews and student deferments are given. Also discusses tuition, fees and sources of financial aid.

04.399 **TITLE:** Preparation of Humanities Teachers, K-12

DATE: Not Given
PRICE: Single Copy Free
PAGES: 6
READING LEVEL: III

SOURCE: National Association for Humanities Education
P.O. Box 628
Kirksville, Missouri 63501

Pamphlet describes teacher's role in humanities education and attempts to relate this to practical occupational situation. Need for college degree stated, and advisable course work detailed.

04.399 **TITLE:** Teacher, Industrial Arts (Career Summary S-103)

DATE: 1974 **PAGES:** 2
PRICE: $.20 **READING LEVEL:** III

SOURCE: Careers, Inc.
Largo, Florida 33540

Career summary discusses duties involved and working conditions of industrial arts teachers. Personal qualifications, education, earnings and hours are listed. Occupational outlook and further information sources also included.

04.399 **TITLE:** Teaching in the Independent School - A Career

DATE: 1972 **PAGES:** 3
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: National Association of Independent Schools
Four Liberty Square
Boston, Massachusetts 02109

Good guide to teaching in independent schools. Describes differences between teaching there and in public schools. Provides information on availability of schools and positions as well. Excellent supplemental sources listed.

05.000 **TITLE:** Popeye and Fine Arts and Humanities Careers

AUTHOR: Joe Gill
DATE: 1973 **PAGES:** 34
PRICE: $.35 **READING LEVEL:** I

SOURCE: King Features
235 East 45th Street
New York, New York 10017

Career overviews painters, commercial artists, art teachers, writers, musicians, dancers, actors, interpreters, and spiritual leaders. Difficulty of finding employment in the fine arts emphasized. Preparation for fine arts careers discussed; entry methods only mentioned briefly. Several unrelated humanities jobs discussed briefly.

05.110 **TITLE:** Dance Careers for Menand Women

DATE: 1970 **PAGES:** 7
PRICE: $.10 **READING LEVEL:** III

SOURCE: American Association for Health, Physical Education and Recreation
1201 16th Street, N.W.
Washington, D.C. 20036

Primarily aimed at educating the public, this pamphlet describes various areas of occupation in the field of dance: teaching, performing and directing. Few specifics are given; qualifications, preparations and experience are glossed. Pamphlet includes many photographs, and suggested readings are listed.

05.110 **TITLE:** Dancer (No. 394)

DATE: 1973
PRICE: $.35

PAGES: 4
READING LEVEL: II

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

A well-rounded presentation of the dancer's career includes the "why" as well as the "how" of the profession. Describes categories of study, training, conflict between pursuit of higher education and professional training, income levels, and employment outlook. Additional source material listed.

05.115 **TITLE:** Careers in Music

DATE: 1973
PRICE: Single Copy Free

PAGES: 4
READING LEVEL: III

SOURCE: Music Educators National Conference
Music Teachers National Association
1201 16th Street, N.W.
Washington, D.C. 20036

General description of musical careers, plus excellent chart stating employment opportunities, earnings, personal qualifications, requisite knowledge and skill, college entrance requirements and training expected for each career area. Studio teaching, teaching music in elementary and secondary schools, colleges, and other levels described in greater detail. Music as an avocation is mentioned in terms of personal gratification.

05.115 TITLE: So You Want to Be in Music!

AUTHOR: Jesse Burt and Bob Ferguson
DATE: 1970 PAGES: 175
PRICE: $1.95 READING LEVEL: III

SOURCE: Abingdon Press
201 8th Avenue South
Nashville, Tennessee 37202

Realistic presentation of what is involved in "making it" in the music business. Gives guidelines for songwriters, performers, producers, musicians, arrangers, contractors, engineers, and promoters. Includes working conditions, salaries, union, etc. Excellent guide for the amateur who is interested in getting into the music business.

05.199 TITLE: The Drive to Win: Careers in Professional Sports - Football (No. R898)
DATE: 1973 PAGES: 6
PRICE: $.15 READING LEVEL: II

SOURCE: Careers, Inc.
Largo, Florida 33540

Comprehensive review of professional football player. Physical requirements, competitive entry methods and recruitment, educational preparation, physical and emotional demands covered. Outlook, salary, benefits, college athletic scholarships, advantages and disadvantages included. Typical weekly work schedule, related jobs, and other information sources given.

05.199 **TITLE:** Ice Hockey (No. R907)

DATE: 1973 **PAGES:** 4
PRICE: $.15 **READING LEVEL:** II

SOURCE: Careers, Inc.
Largo, Florida 33540

Directed to young men interested in playing professional ice hockey. Life-long hockey experience, growth of sport in popularity and college opportunities emphasized. Salary, working conditions, post-career related jobs, disadvantages, and personal attributes discussed.

05.200 **TITLE:** Answers to Some Questions About Careers in Graphic Communications
DATE: 1971 **PAGES:** 18
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Education Council of the Graphic Arts Industry, Inc.
4615 Forbes Avenue
Pittsburgh, Pennsylvania 15213

Brief overview of the graphic communications industry aimed at the secondary school student is presented. Definition of the industry and types of occupations utilized. Specific jobs briefly mentioned, importance of field, educational preparation and future of occupation listed. Helpful for adults.

05.200 **TITLE:** Art Career Guide

DATE: 1973 **PAGES:** 303
PRICE: $8.95 **READING LEVEL:** III

SOURCE: Watson-Guptill Publications
165 West 46th Street
New York, New York 10036

Excellent guide to jobs in fine arts, graphic design, illustration, industrial design, interior design, architecture, fabric design, photography, teaching, museum work and crafts. Includes tips on job hunting, resumes and portfolios. Educational requirements, salaries and a nationwide directory of art schools, colleges and universities granting degrees also listed.

05.200 **TITLE:** Careers in Graphic Communications

DATE: 1968 **PAGES:** 14
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Education Council of the Graphic Arts Industry, Inc.
4615 Forbes Avenue,
Pittsburgh, Pennsylvania 15213

Giving an in-depth view of career opportunities of the fast growing sophisticated field of graphic communications, this attractive booklet appeals to those considering graphic arts careers. Listing opportunities at all levels, booklet gives good basic information on this high paying field.

05.200 **TITLE:** Your Career in Art

DATE: 1974
PRICE: $.25
PAGES: 33
READING LEVEL: II

SOURCE: Philadelphia College of Art
Broad and Pine Streets
Philadelphia, Pennsylvania 19102

Specialties within the field of applied and fine arts defined, covering for each area: work duties, personal qualities, course of study suggestions, job entry and free lance opportunities, locales with greatest potential for employment, avenues for advancement. Questions considered include how an artist finds work, whether a degree is necessary, sex distinction in art jobs, and the size of the field.

05.205 **TITLE:** Careers in Architecture (Chapter 4 of the Architect's Handbook of Professional Practice)

DATE: 1972
PRICE: Single Copy Free
PAGES: 15
READING LEVEL: III

SOURCE: American Institute of Architects
1735 New York Avenue, N.W.
Washington, D.C. 20006

Brief thoroughly describes architecture and discusses services offered by architects, skills required, history, training, and related careers, such as drafting, administration, and graphic arts. Specific training institutions are also listed.

05.205 TITLE: The New Architect

DATE: 1973
PRICE: Single Copy Free

PAGES: 17
READING LEVEL: II

SOURCE: American Institute of Architects
1735 New York, Avenue, N.W.
Washington, D.C. 20006

Brochure presents interviews with architects having different viewpoints. Duties, special talents, necessary education and importance of accredited schools discussed. A list of places to write for more information given.

05.215 TITLE: The Commercial Artist

DATE: 1974
PRICE: Single Copy Free

PAGES: 2
READING LEVEL: II

SOURCE: American Advertising Federation
1225 Connecticut Avenue, N.W.
Washington, D.C. 20036

Fact sheet gives a concise overview of the career of a commercial artist and provides the reader with basic information. Brief history, nature of the job, origin, salary, education and experience requirements and employment opportunities reviewed. Additional information references listed.

05.215 **TITLE:** Commercial Artists (No. 65)

DATE: 1974
PRICE: $.49
PAGES: 4
READING LEVEL: II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Occupational brief describes work definitions and duties of advertising artists, illustrators, fashion illustrators, graphic designers, and letterers. Educational curricula, salary, job entrance and advancement, working conditions and outlook included. Additional information sources listed.

05.220 **TITLE:** Display Man II

DATE: 1970
PRICE: Single Copy Free
PAGES: 2
READING LEVEL: III

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
Box 59
Jefferson City, Missouri 65101

Occupational guide reviews the nature of work, working conditions and employment outlook for those entering this field. Salary, entry requirements, and opportunities for advancement are briefly discussed. Employment outlook and salaries quoted apply to the greater St. Louis area; other information is general, applicable anywhere.

05.230 **TITLE:** Naval Architect and Marine Engineer

DATE: 1973 **PAGES:** 5
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Society of Naval Architects and Marine Engineers
74 Trinity Place
New York, New York 10006

Literature defines careers and work duties of naval architect and marine engineer, fields which are closely related. Emphasis placed on need for more individuals in this field. Education and places of employment discussed at length. No information given on salary or advancement.

05.235 **TITLE:** Interior Design Student Career Guide

DATE: 1971 **PAGES:** 4
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: National Society of Interior Designers
315 East 62nd Street
New York, New York 10021

Pamphlet discusses education requirements, job duties and working conditions. Job advancement and compensation described with emphasis on advantages and disadvantages of this career field. Extensive listing of schools with National Society of Interior Designers chapters included.

05.235 **TITLE:** Interior Designers and Decorators (No. 8)

DATE: 1974
PRICE: $.49
PAGES: 4
READING LEVEL: II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Review of interior designers and decorators includes work duties, settings, qualifications, credentials, methods of job entrance, salary advantages, disadvantages, and personal attributes. Opportunities for women included. Additional information sources listed.

05.240 **TITLE:** Develop a Career as a Professional Landscape Expert; Something Worth Doing

DATE: 1973
PRICE: No Charge
PAGES: 6
READING LEVEL: III

SOURCE: American Association of Nurserymen, Inc.
230 Southern Building
Washington, D.C. 20005

Brochures outline nature of the work, educational requirements, and places of employment. Other careers related to landscape expert, such as agronomist, spray specialist, grounds keeper, and others, are glossed.

05.240 **TITLE:** Landscape Architecture: A Professional Career in Land Planning
DATE: 1972 **PAGES:** 6
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: American Society of Landscape Architects
1750 Old Meadow Road
McLean, Virginia 22101

Aimed at the college bound individual, college training is listed as are 28 colleges and universities offering curriculum in landscape architecture. Job definition and training, employment opportunities, salaries, and places of work noted.

05.240 **TITLE:** Landscape Maintenance Superintendent (No. B-180)

DATE: 1974 **PAGES:** 7
PRICE: $.35 **READING LEVEL:** II

SOURCE: Careers, Inc.
Largo, Florida 33540

Definition of career is given, including history and importance. Duties fully described, working conditions, educational and personal qualifications included. Educational opportunities, salary, hours, advancement prospects and outlook are also given.

05.245 **TITLE:** Focus on Your Future

DATE: 1968 **PAGES:** 10
PRICE: Single Copy Free to Students, Teachers **READING LEVEL:** III
SOURCE: Professional Photographers of America, Inc.
Educational Committee
1090 Executive Way, Oak Leaf Commons
Des Plaines, Illinois 60018

Describes activities of the professional photographer including portrait, commercial, and industrial photography. Importance of photography and different areas of specialization emphasized. Enhancing pictures included demonstrate photography's flexibility.

05.245 **TITLE:** Medical Illustrator, Medical Photographer

DATE: 1974 **PAGES:** 3
PRICE: No Charge **READING LEVEL:** III

SOURCE: Virginia Health Careers
Virginia Council on Health and Medical Care
P.O. Box 12363, Central Station
Richmond, Virginia 23241

Concise summary of duties, personal qualifications, educational requirements, employment opportunities and salary for both medical illustrators and medical photographers. Additional information sources included.

05.245 **TITLE:** Photography Is

MEDIA: Slides
DATE: 1969
PRICE: $10.00 rental
TIME: 8 minutes

SOURCE: Eastman Kodak Co.
Professional, Commercial and Industrial
Markets Division
Rochester, New York 14650

Slide series introduces careers in professional and commercial photography. Enhancing graphics and sound depicts the duties and responsibilities of the two career fields. Series appeals to those of all educational levels. Fields represented offer good growth potential for a lifetime career.

05.245 **TITLE:** Press Photographers (No. 264)

DATE: 1974
PRICE: $.49
PAGES: 4
READING LEVEL: II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Realistic discussion of opportunities as a press photographer. Brief gives detailed accurate information on history, duties, work settings, benefits and hazards, salary, expectations and demands of press photographers. Additional information sources given.

05.245 **TITLE:** Worlds Within Worlds

MEDIA: Slide Series
DATE: 1970
PRICE: $10.00 rental
TIME: 10 minutes

SOURCE: Eastman Kodak Co.
Professional, Commercial and Industrial Markets Division
Rochester, New York 14650

Slide show explores broad opportunities of professional and industrial photography careers. Emphasizing technical and professional jobs at all educational levels, careers reviewed range from the emerging field of photographic computer applications to thermal pollution analysis. Highly effective graphics.

05.299 **TITLE:** A Career for You in the Comics

DATE: 1973
PRICE: $.25
PAGES: 25
READING LEVEL: II

SOURCE: The Newspaper Comics Council
260 Madison Avenue
New York, New York 10016

Booklet tells of six successful cartoonists through case history format. Emphasis placed on varying methods of entrance and on individual training and talents. Contains sections in the evolution of a comic strip, the role of syndication and job opportunities. No mention made of salaries, advantages or generalized work in this career field.

Cavalcade of American Comics: A History of Comic Strips Since 1896, the companion publication, shows development of comic style, themes, and relation of comic strips to American lifestyles.

05.299 **TITLE:** Careers in the Floral Industry

DATE: 1972 **PAGES:** 5
PRICE: No Charge **READING LEVEL:** III

SOURCE: The Society of American Florists
901 North Washington Street
Alexandria, Virginia 22314

Introductory description of floral industry careers includes growers, wholesalers, retailers, teaching and research. Jobs requiring varying educational levels described with reference to other information sources given. Lacks salary data. Appropriate hobby that may be translated into a career.

05.299 **TITLE:** Cartoonist (No. B-88)

DATE: 1974 **PAGES:** 7
PRICE: $.35 **READING LEVEL:** II

SOURCE: Careers, Inc.
Largo, Florida 33540

Discusses the history and importance of cartoons. Duties, qualifications and working conditions and educational requirements of cartoonist discussed. Gives a list of schools (colleges) with good art provisions; earnings, hours and future outlook included.

05.299 TITLE: Designer, Woman's Clothing (Career Summary S-79)

DATE: 1974 PAGES: 2
PRICE: $.20 READING LEVEL: III

SOURCE: Careers, Inc.
Largo, Florida 33540

Brief summarizes duties, working conditions and earnings of a clothing designer. Personal qualifications, education and training needed for this career also covered. Outlook of the profession and related careers (illustrator, dressmaker, milliner, and others) included.

05.299 TITLE: Medical Illustration

DATE: 1973 PAGES: 6
PRICE: Single Copy Free READING LEVEL: III

SOURCE: Association of Medical Illustrators
6650 Northwest Highway
Chicago, Illinois 60631

Excellent presentation of nature and educational requirements of medical illustrator. Includes information on training, financial aid and curriculum. Placement, advancement and salary also discussed.

05.299 **TITLE:** Medical Illustrator (No. 289)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Describes in detail the nature of work, including duties and talents. Working conditions fully explained, citing hours and earnings. Good review of educational requirements and personal qualifications. Related occupations and additional source listings also included.

05.299 **TITLE:** Medical Illustrator, Medical Photographer

DATE: 1974 **PAGES:**
PRICE: No Charge **READING LEVEL:** III

SOURCE: Virginia Health Careers
Virginia Council on Health and Medical Care
P.O. Box 12363, Central Station
Richmond, Virginia 23241

Concise summary of duties, personal qualifications, educational requirements, employment opportunities and salary for the both medical illustrators and medical photographers. Additional information sources included.

06.000 **TITLE:** Health Career Guidebook

DATE: 1972
PRICE: $2.25

PAGES: 166
READING LEVEL: III

SOURCE: Superintendent of Documents
Government Printing Office
Washington, D.C. 20402

Excellent guide listing thirty-four careers in the health field. Included are job descriptions, personal and educational requirements, certification or licensing needed, opportunities for employment and related occupations. Emphasis on career planning.

06.000 **TITLE:** Health Careers in Texas

DATE: 1973
PRICE: No Charge to Texas residents; $1.00 for out of state residents

PAGES: 91
READING LEVEL: III

SOURCE: Texas Hospital Association
Texas Health Careers Program
6225 U.S. Highway 290 East
P.O. Box 4553
Austin, Texas 78765

Booklet gives detailed information on nature of work, education required, schools and programs offering training and salaries for health careers. General occupational areas covered include nursing, rehabilitation, laboratory, technical, and other (such as administration, laundry, and food service).

06.000 **TITLE:** Health Careers Information

DATE: 1973 **PAGES:** 40
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: New York State Department of Health
Executive Division
84 Holland Avenue
Albany, New York 12208

Thirty-two career sheets on health occupations, including dental hygienist, occupational therapy assistant, sanitarian, medical technologist, dental laboratory technician, medical emergency technicians, therapeutic recreationist, physical therapy assistant, dietitian. Each pamphlet includes information on nature of the job, duties, salary, educational requirements and opportunities in the field. A list of colleges (New York) and universities, hospitals and other places offering training in the different careers is included.

06.000 **TITLE:** Health Career Opportunities

DATE: 1973 **PAGES:** 11
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: American Nursing Home Association
1200 15th Street, N.W.
Washington, D.C. 20005

This booklet offers an excellent job description for each position in a nursing home, emphasizing personal characteristics and educational requirements. Because it attempts to discuss all nursing homes, specifics such as salaries, hours, and working conditions are omitted.

06.000 **TITLE:** Health Jobs (No. 344)

DATE: 1973 **PAGES:** 3
PRICE: $.35 **READING LEVEL:** II

SOURCE: Mademoiselle
Box 3389, Grand Central Station
New York, New York 10017

This pamphlet presents five health occupations by describing a person in the field. Work duties, salaries and working conditions described realistically. Up-to-date information presented in interesting manner.

06.000 **TITLE:** Horizons Unlimited: A Handbook Describing Rewarding Career Opportunities in Medicine
DATE: 1970 **PAGES:** 134
PRICE: No Charge **READING LEVEL:** III

SOURCE: American Medical Association
535 North Dearborn Street
Chicago, Illinois 60610

Excellent guide to careers in medicine and related fields, including rehabilitation, social work, medical technology, radiology, dietetics, office work and hospital careers. Information on each career includes nature of the work, educational and personal requirements, opportunities for advancement, salaries and future outlook. An extensive list of where to write for information on other health careers also given.

06.000 TITLE: Nursing Home Careers

DATE: 1974 PAGES: 2
PRICE: No Charge READING LEVEL: III

SOURCE: Health Careers Program
Virginia Council on Health and Medical Care
P.O. Box 12363, Central Station
Richmond, Virginia 23241

Pamphlet gives a brief explanation of seven types of nursing home careers, including physical therapists, dietitians, and administrators. Job duties well explained, but more information needed on education and training, and occupational outlook.

06.000 TITLE: Popeye the Sailor and Health Careers

AUTHOR: Joe Gill
DATE: 1972 PAGES: 32
PRICE: $.25 READING LEVEL: I

SOURCE: King Features Syndicate
235 East 45th Street
New York, New York 10017

This comic book covers a wide range of health careers, giving training, entrance methods, responsibilities and job satisfaction information for doctors, nurses, aides, x-ray personnel, dentists, dental hygienists, and other health personnel. Accurate and interesting overview with a factual approach. Most occupational portraits are sex-stereotyped.

06.000 **TITLE:** Selected Health Careers in New Jersey

DATE: 1973 **PAGES:** 78
PRICE: No Charge **READING LEVEL:** III

SOURCE: New Jersey Division of Planning and Research
Labor and Industry Building
P.O. Box 359
Trenton, New Jersey 08625

Forty-eight health careers are described in this booklet. Among those included are careers in hospital administration, nursing services, medical and professional care, eye care, rehabilitation and therapy, technology, personal and community health and clerical. For each, the nature of work, personal and educational qualifications, opportunities and salaries are mentioned.

06.000 **TITLE:** Technical, Clerical and Trades Careers (No. 05-49)

DATE: 1970 **PAGES:** 9
PRICE: No Charge **READING LEVEL:** III

SOURCE: Veterans Administration
Forms and Publications Depot
2625 Shirlington Road
Arlington, Virginia 22206

Booklet reviews career opportunities available at high school or technical school education levels, and discusses staffing needs of VA hospitals. Information given on types of jobs available, duties, training, employee salaries and benefits and entry procedures. Nationwide list of VA hospitals and offices included.

06.000 **TITLE:** Virginia Health Careers

DATE: 1974 **PAGES:** 35 pamphlets
PRICE: No Charge **READING LEVEL:** III

SOURCE: Virginia Health Careers
Virginia Council on Health and Medical Care
P.O. Box 12363, Central Station
Richmond, Virginia 23241

Folder contains information on thirty-five health careers including careers not requiring a college education. Each folder includes description of the job, personal qualifications, educational requirements, licensing information, salaries, and job opportunities.

06.105 **TITLE:** Dentistry: Career of Choice for Women

DATE: 1973 **PAGES:** 6
PRICE: No Charge **READING LEVEL:** III

SOURCE: American Dental Association
Council on Dental Education
211 East Chicago Avenue
Chicago, Illinois 60611

Brief explains advantages of dentistry as a career for women. Educational and personal requirements are discussed, including dental school, admissions requirements, curriculum and cost.

06.105 TITLE: Dentistry, A Changing Profession

DATE: 1973 PAGES: 24
PRICE: No Charge READING LEVEL: II

SOURCE: American Dental Association
Council on Dental Education
211 East Chicago Avenue
Chicago, Illinois 60611

Well-written pamphlet begins with values inherent in choosing a job, with specific reference to dentistry. Dentistry defined giving explanations of eight areas of specialization: oral surgery and pathology, orthodontics, dental public health, etc. Women and minority groups in dentistry discussed. Covers salary ranges and education; charts and pictures included.

06.110 TITLE: Dental Assistant (Career Summary S-321)

DATE: 1973 PAGES: 2
PRICE: $.20 READING LEVEL: II

SOURCE: Careers, Inc.
Largo, Florida 33540

Brief discussion of dental assistant's duties, working conditions and personal qualifications. Also describes education and training with emphasis on certification. Earnings, hours and occupational outlook given. Related careers mentioned.

06.110 TITLE: Dental Assistant

DATE: 1972
PAGES: 3
PRICE: Single Copy Free
READING LEVEL: II

SOURCE: Philadelphia Center for Health Careers, Inc.
311 South Juniper Street
Philadelphia, Pennsylvania 19107

Brief describes duties, personal qualifications, training and educational requirements, and certification needed for those interested in a career as a dental assistant. Also included is information on educational assistance, employment opportunities and income.

06.110 TITLE: Dental Assistants (No. 272)

DATE: 1973
PAGES: 4
PRICE: $.49
READING LEVEL: II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Brief provides thorough description of work duties, settings, academic curricula, credentials and job entrance methods. Personal attributes, employment outlook, salary, hours, advantages and disadvantages presented as well. Additional information sources included.

06.110 **TITLE:** Dental Assistant, Hygienist, Laboratory Technician
06.115 (No. 29)
DATE: 1972 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Health Careers Program
P.O. Box 4387
Madison, Wisconsin 53711

This review of dental assistant, hygienist, and laboratory technician occupations includes job description and duties, work setting, training, and salary. Methods of entrance, advancement possibilities and employment outlook not included. Scholarship and financial assistance information included.

06.115 **TITLE:** Dental Hygienist

DATE: 1973 **PAGES:** 4
PRICE: No Charge **READING LEVEL:** II

SOURCE: American Dental Hygienist's Association
211 East Chicago Avenue
Chicago, Illinois 60611

Pamphlet includes description of duties, personal qualifications, educational requirements, licensing and opportunities for a career as a dental hygienist. Brief list of sources to contact for additional information also given.

06.120 **TITLE:** Dental Laboratory Technician

DATE: 1970 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
Box 59
Jefferson City, Missouri 65101

Presentation of working conditions, earnings, duties, requirements for entry and advancement for a dental laboratory technician. It also includes employment outlook. Although written for those in the greater St. Louis area, general information applies anywhere.

06.120 **TITLE:** Dental Laboratory Technician

DATE: 1972 **PAGES:** 1
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: The Philadelphia Center for Health Careers
311 South Juniper Street
Philadelphia, Pennsylvania 19107

Short, concise description of dental laboratory technician career. Includes personal qualifications, training and educational requirements, type of certification, and employment opportunities. Further information sources listed.

06.120 **TITLE:** Hands That Think: A Word About Careers in Modern Dental Laboratory Technology
DATE: 1973 **PAGES:** 5 with 2 page insert
PRICE: No Charge **READING LEVEL:** III

SOURCE: National Association of Dental Laboratories
3801 Mt. Vernon Avenue
Alexandria, Virginia 22305

Leaflet provides general job information on dental laboratory technician. Emphasis on growing need for technicians. Salary, benefits, job prerequisites included. Addresses for scholarship funds, accredited programs and additional information sources attached.

06.199 **TITLE:** Ceramic Dentistry, the Now Career

DATE: 1972 **PAGES:** 21
PRICE: No Charge **READING LEVEL:** III

SOURCE: Magna Institute of Dental Technology
386 Park Avenue, South
New York, New York 10016

While primarily recruitment literature, this booklet contains valuable information for those exploring dental ceramics. Required training, job description, supply and demand as well as income potential included. Information on training covered in detail.

06.205 **TITLE:** Chiropractic

DATE: 1972
PRICE: Single Copy Free
PAGES: 11
READING LEVEL: III

SOURCE: International Chiropractic Association
741 Brady Street
Davenport, Iowa 52808

Overview of the chiropractic medical practice. Brief describes chiropractic methods, their role in the medical profession, and demand for them. Includes a list of chiropractic colleges and curricula, and information on chiropractic research.

06.205 **TITLE:** Chiropractor (No. 146)

DATE: 1973
PRICE: $.35
PAGES: 4
READING LEVEL: III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Discusses the work performed, conditions, hours, earnings and personal qualifications for this career. Educational requirements and employment outlook also included. Special mention of opportunity for women and determination of aptitudes and interest.

06.210 **TITLE:** Ophthalmology as a Career

AUTHOR: H. Ford Clark, M.D.
DATE: 1962 **PAGES:** 5
PRICE: No Charge **READING LEVEL:** III

SOURCE: American Association of Ophthalmology
1100 17th Street, N.W.
Washington, D.C. 20036

Discusses the specialty of opthamology, including training requirements, private practice and benefits. Financial rewards and need for this profession stressed. Educational requirements also included.

06.215 **TITLE:** Careers in Optometry

AUTHOR: Frank M. Kitchell
DATE: 1968 **PAGES:** 15
PRICE: $1.00 **READING LEVEL:** II

SOURCE: B'nai B'rith Career and Counseling Services
1640 Rhode Island Avenue, N.W.
Washington, D.C. 20036

Booklet provides thorough overview of optometry profession. In addition to specific career information concerning location of employment, working conditions, licensing, personal qualifications, and educational requirements given. Detailed supplemental material on obtaining financial aid and listings of accredited colleges and bibliography are provided.

06.215 **TITLE:** Optometry: Careers with Vision

DATE: 1973
PRICE: Single Copy Free
PAGES: 33
READING LEVEL: III

SOURCE: American Optometric Association
7000 Chippewa Street
St. Louis, Missouri 63119

Contents of booklet organized into small units of particular interest. Sections include children's vision, need for practicioners, special message for women, development of profession, clinical practice and others. All necessary information included with extras such as listing of schools offering optometry and chart analyzing each state's optometric needs by 1980.

06.215 **TITLE:** Optometry for You

DATE: 1973
PRICE: Single Copy Free
PAGES: 3
READING LEVEL: II

SOURCE: American Optometric Association
7000 Chippewa Street
St. Louis, Missouri 63119

Pamphlet introduces optometry by citing statistics and the need for more people in this field. Discusses advantages and placement services. Directory of schools of optometry and educational requirements included.

06.220 **TITLE:** Health Careers: Osteopathic Medicine

DATE: Not Given
PAGES: 6
PRICE: Single Copy Free
READING LEVEL: III

SOURCE: American Osteopathic Association
212 East Ohio Street
Chicago, Illinois 60611

Brochure describes osteopathic physicians. Curricula discussed and licensure mentioned. List of osteopathic medical colleges included.

06.220 **TITLE:** Osteopathic Physician

DATE: 1974
PAGES: 2
PRICE: No Charge
READING LEVEL: III

SOURCE: Virginia Health Careers
Virginia Council on Health and Medical Care
P.O. Box 12363, Central Station
Richmond, Virginia 23241

Pamphlet describes osteopathic physician work duties, qualifications, education, and salary. Subjects taught in osteopathic schools and seven osteopathic colleges are listed.

06.220 **TITLE:** The Profession of Osteopathic Medicine

DATE: 1973
PRICE: No Charge
PAGES: 4
READING LEVEL: III

SOURCE: American Osteopathic Association
212 East Ohio Street
Chicago, Illinois 60611

Pamphlet describes the career of an osteopathic physician. Osteopathic history, its role, osteopathic licensure and the contributions of osteopathic medicine are described. List of colleges included.

06.225 **TITLE:** Clinical Physicians: Assistant Clinical Physicians, Clinical Physicians I and II

DATE: 1972
PRICE: No Charge
PAGES: 1
READING LEVEL: III

SOURCE: New York State Department of Civil Service
State Office Building Campus
Albany, New York 12226

Basic civil service recruitment form for jobs as clinical physicians at three levels in New York State institutions. Gives brief job descriptions and information on qualifications and requirements. Locations of positions also given.

06.225 **TITLE:** Modern Surgery

DATE: 1973 **PAGES:** 22
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: The American College of Surgeons
55 East Erie Street
Chicago, Illinois 60611

History of surgery given as well as description of ten surgical specialities. Opportunities in hospitals, teaching, research, personal and ethical qualifications, plus physical requirements given. Very informative discussion of educational preparation. Financial aspects, description of the American College of Surgeons, and pictorial representation of life and duties of surgeons included.

06.225 **TITLE:** Physician

DATE: 1974 **PAGES:** 3
PRICE: $.04 **READING LEVEL:** III

SOURCE: Minnesota Health Careers Council
Project Breakthrough
2414 7th Street South
Minneapolis, Minnesota 55406

Brochure sketches necessary qualifications and educational requirements for becoming a physician. Initial high income, opportunities for continued employment, and humanitarian challenges and rewards are noted. Twenty fields in which a physician may wish to specialize are mentioned, but not explored in any depth.

06.225 **TITLE:** Physicians in the Department of Medicine and Surgery (No. 10-35)

DATE: 1969 **PAGES:** 15

PRICE: No Charge **READING LEVEL:** III

SOURCE:
Veterans Administration
Forms and Publications Depot
2625 Shirlington Road
Arlington, Virginia 22206

Pamphlet primarily concerned with Veterans Administration's medical program. Discusses research and practice including needed education, qualifications, requirements and salary. Government benefits listed. Application instructions and lists of Veterans Administration hospitals and clinics in every state given.

06.225 **TITLE:** When Americans Are Sick

DATE: 1973 **PAGES:** 8

PRICE: Single Copy Free **READING LEVEL:** II

SOURCE:
The American Academy of Family Physicians
1740 West 92nd Street
Kansas City, Missouri 64114

Primarily recruitment literature, booklet gives an overview of the family medicine field. It is useful in giving insight into family-centered medicine. Philosophy of family-centered medicine is discussed as well as responsibilities. Aimed at those considering medical careers.

06.230 **TITLE:** Doctor of Podiatric Medicine

DATE: 1972 **PAGES:** 3
PRICE: $.35 **READING LEVEL:** III

SOURCE: American Podiatry Association
20 Chevy Chase Circle, N.W.
Washington, D. C. 20015

Brochure briefly examines the podiatry profession, educational preparation required and types of health problems concerned with podiatry. Areas of specialty and settings where service is offered also given.

06.230 **TITLE:** Students, Consider a Career in Podiatry

DATE: 1973 **PAGES:** 6
PRICE: $.25 **READING LEVEL:** II

SOURCE: American Podiatry Association
20 Chevy Chase Circle, N. W.
Washington, D. C. 20015

Giving an overview of the field of podiatry, this leaflet includes a brief description of jobs and training required. Opportunities for women emphasized. Notes on occupational outlook and scholarships, as well as a listing of accredited colleges included.

06.235 **TITLE:** Psychiatrist (No. 347)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Career brief describes work performed by a psychiatrist. Specializations and various treatment methods discussed include psychoanalysts, behavior therapists; work in community mental health centers and state hospitals. Educational requirements emphasized. Reading list included.

06.235 **TITLE:** Residencies in Psychiatry

DATE: Not Given **PAGES:** 2
PRICE: No Charge **READING LEVEL:** III

SOURCE: New York State Department of Mental Hygiene
44 Holland Avenue
Albany, New York 12208

Aimed at those medical students seeking residency training in psychiatry in New York State, this brief is primarily recruiting literature. Information given in residency locations, salary, requirements, housing and advancement.

06.240 TITLE: Today's Veterinarian

DATE: 1974 PAGES: 22
PRICE: Single Copy Free to those enclosing self-addressed, stamped envelope
READING LEVEL: III

SOURCE: American Veterinary Medical Association
600 South Michigan Avenue
Chicago, Illinois 60605

Good presentation of the nature of the work of veterinarians in private practice, public health, regulatory medicine, military, agriculture research. Includes information on educational requirements and opportunities for veterinarians. Extensive list of veterinary colleges included.

06.240 TITLE: Veterinarian

DATE: 1974 PAGES: 4
PRICE: Not Given READING LEVEL: III

SOURCE: Ohio Bureau of Employment Services
Counseling Section
145 South Front Street
Columbus, Ohio 43215

Excellent guide for a career as a veterinarian. Presentation includes nature of the work, different types of practice, employment outlook, general and educational requirements, licensing, fields of employment, earnings and working conditions. Specifics such as licensing and schools geared to Ohio residents.

06.299 **TITLE:** A Career in Orthoptics

DATE: Not Given **PAGES:** 5
PRICE: Not Given **READING LEVEL:** III

SOURCE: American Orthoptic Council
3400 Massachusetts Avenue, N.W.
Washington, D.C. 20007

Introduction to orthoptics includes definition and history of occupation, work duties, training and cost, prospects, salary, personal qualifications, and certification. Training centers and hospitals offering preceptorships in orthoptics in USA and Canada given.

06.299 **TITLE:** Orthoptist (Career Summary S-107)

DATE: 1974 **PAGES:** 2
PRICE: $.20 **READING LEVEL:** III

SOURCE: Careers, Inc.
Largo, Florida 33540

Brief summary of job duties and training needed in orthoptics. Jobs are held primarily by women; aptitudes and interest must center in scientific areas and work with people, especially children. Employment outlook is excellent. Reference made to further sources of information.

06.299 **TITLE:** Pathology: The Science of Disease

DATE: 1974 **PAGES:** 16
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: Intersociety Committee on Pathology Information
9650 Rockville Pike
Bethesda, Maryland 20014

Booklet discusses the science itself and its major subdivisions. Good representation of steps required to becoming pathologist (education, certification). Opportunities listed, advantages for women and other medical laboratory careers briefly touched.

06.310 **TITLE:** X-Ray, EEG, EKG Technician

DATE: 1974 **PAGES:** 3
PRICE: $.04 **READING LEVEL:** II

SOURCE: Minnesota Health Careers Council
Project Breakthrough
2414 7th Street South
Minneapolis, Minnesota 55406

Pamphlet mainly describes work of radiologic technologist, qualifications and training. Opportunities and income range discussed. List of approved schools in Minnesota given. Similiar information included for EEG and EKG technicians.

06.310 TITLE: A Career in EEG Technology

DATE: 1971
PAGES: 2
PRICE: Single Copy Free
READING LEVEL: III

SOURCE: American Society of Electroencephalographic Technologists
Department of Psychiatry
University of Iowa
Iowa City, Iowa 52240

Pamphlet describes in question and answer format duties, salaries, personal and educational requirements, and information on training cost. Opportunities for a career in EEG technology discussed.

06.310 TITLE: Electroencephalograph Technician (AHA Health Careers Series No. 4)

DATE: 1974
PAGES: 3
PRICE: Single Copy Free
READING LEVEL: II

SOURCE: American Hospital Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Fair synopsis of duties, training, working conditions, and qualifications for a career as an EEG technician. Brief includes information on educational programs, registration and importance of occupation to the community.

06.315 **TITLE:** A Career in Medical Assisting

DATE: 1972 **PAGES:** 4
PRICE: $.05 **READING LEVEL:** III

SOURCE: American Association of Medical Assistants, Inc.
One East Wacker Drive
Chicago, Illinois 60601

A descriptive definition of medical assistants presents this interesting and challenging career. Usually a job held by women, it is open to men. Education, employment outlook, and rewards offered are included in this pamphlet.

06.315 **TITLE:** Medical Assistant (Office) No. 5

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Aimed at women, this brief explores responsibilities of a medical assistant in a doctor's office. Working conditions, training, wages, hours and importance of occupation described. Personal qualifications and further sources of information given.

06.315 **TITLE:** Medical Assistant/Medical Secretary

DATE: 1972 **PAGES:** 3
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Philadelphia Center for Health Careers, Inc.
311 South Juniper Street
Philadelphia, Pennsylvania 19107

Brief describes duties, training and educational requirements, personal qualifications and financial assistance for education in a career as a medical assistant/secretary. It also includes income and employment opportunities. Further information source included.

06.315 **TITLE:** Medical Assistant and Medical Secretary

DATE: 1974 **PAGES:** 2
PRICE: No Charge **READING LEVEL:** III

SOURCE: Virginia Health Careers
Virginia Council on Health and Medical Care
P.O. Box 12363
Central Station
Richmond, Virginia 23241

Directed to residents of Virginia. Pamphlet briefly describes careers of medical assistant and medical secretary. Physical demands, salaries, occupational outlook glossed. Educational programs, including curricula, are described at greater length. Sources of additional information given.

06.315 **TITLE:** Pediatric Assistant (Series D Vol. 3 No. 2)

DATE: 1973 **PAGES:** 4
PRICE: Complimentary Copy (Single) **READING LEVEL:** II
SOURCE: Vocational Biographies, Inc.
Sauk Centre, Minnesota 56378

Pediatric assistant describes interest and enjoyment gained from this occupation. Education and specific courses, job duties, working conditions, salary and future prospects are included in this biographical presentation.

06.315 **TITLE:** Physician's Assistant

DATE: 1973 **PAGES:** 6
PRICE: Not Given **READING LEVEL:** III

SOURCE: Ohio Bureau of Employment Services
Counseling Section
145 South Front Street
Columbus, Ohio 43215

Good presentation of the nature of the work, duties and entry requirements (personal and educational). Licensing, employment outlook, fields of employment, earnings, and advancement as a physician's assistant are also included.

06.320 TITLE: Careers in the Medical Laboratory

DATE: 1972
PRICE: Single Copy Free
PAGES: 2
READING LEVEL: III

SOURCE: American Society for Medical Technology
Suite 200
5555 West Loop South
Houston, Texas 77401

Fact sheet lists laboratory careers and explains the educational requirements, salary, and general working conditions. Careers listed include registered medical technologist, cytotechnologist, medical laboratory technician, and certified laboratory technician.

06.320 TITLE: Histologic Technician

DATE: 1972
PRICE: Single Copy Free
PAGES: 1
READING LEVEL: III

SOURCE: Philadelphia Center for Health Careers
311 South Juniper Street
Philadelphia, Pennsylvania 19107

Brief description of duties, personal qualifications, educational requirements, certification, employment opportunities and income for histologic technicians. Also included are training and financial aid available in the Philadelphia area.

06.320 **TITLE:** Medical Laboratory Technician and Certified Laboratory Assistant

DATE: 1973 **PAGES:** 3

PRICE: No Charge to Alabama residents; $.10 to out of state residents **READING LEVEL:** III

SOURCE: Health Careers Council of Alabama
901 South 18th Street
Birmingham, Alabama 35205

Brief outlines responsibilities, opportunities, prerequisities, educational requirements and certification of medical laboratory technicians and laboratory assistants. Written for Alabama residents, only schools in Alabama offering training in these fields are listed.

06.320 **TITLE:** Medical Technologist

DATE: 1973 **PAGES:** 2

PRICE: No Charge **READING LEVEL:** III

SOURCE: Nevada Hospital Association
Operation MEDIHC
1450 East Second Street
Reno, Nevada 89502

Brief summerizes duties, qualifications and educational requirements for a career in medical technology. It also includes salaries and job outlook. Schools of medical technology in Nevada listed.

06.320 **TITLE:** Medical Technologist, Certified Lab Assistant, Cytotechnologist

DATE: 1974 **PAGES:** 5
PRICE: $.04 **READING LEVEL:** III

SOURCE: Minnesota Health Careers Council - Project Breakthrough
2414 7th Street South
Minneapolis, Minnesota 55406

The related careers of medical technologist, certified laboratory assistant, and cytotechnologists who specialize in cancer cells are explored in this leaflet. Personal qualifications, preparation, opportunities, and income range are presented for each field. Listings of approved Minnesota schools which offer degrees in these fields are included.

06.320 **TITLE:** What Kind of Career Could I Have in a Medical Laboratory?

DATE: 1972 **PAGES:** 15
PRICE: No Charge **READING LEVEL:** II

SOURCE: American Society of Clinical Pathologists
2100 W. Harrison Street
Chicago, Illinois 60612

Booklet describes six specific careers in medical technology: pathologist, medical technologist, technician, assistant, cytotechnologist, and histologic technician. Responsibilities, levels of authority, training requirements, methods of entry and training programs information given. Appealing format. Booklet appropriate for adults exploring this field.

06.325 **TITLE:** Medical Record Administration

DATE: 1973 **PAGES:** 2 + supplements
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: American Medical Record Association
875 North Michigan Avenue
Chicago, Illinois 60611

Fact sheet presents overviews of medical record administrators and technicians, emphasizing their specific duties. Statistics on opportunities and needs presents current trends and future implications. Additional sheets give information on membership in the American Medical Record Association, colleges offering programs in the field, and financial aid information.

06.325 **TITLE:** Medical Record Administration and Technician

DATE: 1973 **PAGES:** 4
PRICE: No Charge to Alabama residents; $.10 to out of state residents **READING LEVEL:** III

SOURCE: Health Careers Council of Alabama
901 South 18th Street
Birmingham, Alabama 35205

Information on responsibilities, prerequisites, educational requirements and opportunities in the field of medical record administration. Brief also includes schools in the southeastern United States which provide programs in medical record administration.

06.325 **TITLE:** Medical Records Librarian/Technician

DATE: 1974 **PAGES:** 3
PRICE: $.04 **READING LEVEL:** III

SOURCE: Minnesota Health Careers Council
Project Breakthrough
2414 7th Street, South
Minneapolis, Minnesota 55406

This pamphlet describes the careers of a medical records librarian and technician. Described in the pamphlet are the personal qualifications, opportunities, salary and preparation for pursuing such careers.

06.325 **TITLE:** Medical Records Technicians and Clerks (No. R910)

DATE: 1972 **PAGES:** 4
PRICE: $.15 **READING LEVEL:** III

SOURCE: Careers, Inc.
Largo, Florida 33540

Career biography describes the duties of medical technicians and clerks. Training, experience and salaries in various geographical areas and their importance to medical institutions and physicians are also given.

06.330 **TITLE:** Operating Room Technician

DATE: 1973 **PAGES:** 4
PRICE: No Charge **READING LEVEL:** III

SOURCE: Nevada Hospital Association
Health Careers Program
1450 East Second Street
Reno, Nevado 89502

Operating room technicians are skilled members of the surgical team needing high school education and a 3-8 month hospital or technical school training course. Demand exceeds current supply. Photos focus on women though the field is open to men as well. Training programs are listed.

06.330 **TITLE:** Supporting Nursing Personnel (AHA Health Careers Series No. 2)

DATE: 1973 **PAGES:** 3
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: American Hospital Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Short presentation of supportive nursing personnel which includes nursing aide, ward clerk, operating room technician and psychiatric aide. Duties, qualifications and educational requirements are given for each.

06.335 TITLE: Medical X-Ray Technologist (Radiologic Technologist)

DATE: 1969 PAGES: 5
PRICE: No Charge READING LEVEL: III

SOURCE: Idaho Department of Employment
Research and Analysis Section
P.O. Box 7189
Boise, Idaho 83707

Booklet discusses the nature of the work in full. Working conditions, hours, wages and fringe benefits for x-ray technologists covered. Information is geared to Idaho residents, but informative to all. Good descriptions of employment prospects and methods for entry.

06.335 TITLE: Radiologic Technician

DATE: 1969 PAGES: 3
PRICE: Single Copy Free READING LEVEL: III

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
Box 59
Jefferson City, Missouri 65101

Guide gives a good description of the duties of an x-ray technician, working conditions, training needed and hiring outlook. Certain aspects, such as salary, are localized to the St. Louis area. Most information, however, is generalized.

06.335 **TITLE:** Radiologic Technologist (No. 24)

DATE: 1974 **PAGES:** 4
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Mississippi Employment Security Commission
P.O. Box 1699
Jackson, Mississippi 39205

This brief offers information of interest to those exploring the career of radiologic technologist. Information includes job description, wages, hours, place of employment, physical and training requirements. Aimed at Mississippi residents.

06.340 **TITLE:** Nurse Aid, Orderly, Surgical Technician, Psychiatric Technician

DATE: 1974 **PAGES:** 3
PRICE: $.04 **READING LEVEL:** II

SOURCE: Minnesota Health Careers Council
Project Breakthrough
2414 7th Street South
Minneapolis, Minnsota 55406

Pamphlet begins with a short job description of these health careers. Personal qualifications and preparation, opportunities in Minnesota and income range for the state included. Pamphlet best used as an introduction to these jobs or in conjunction with other materials owing to brevity of information presented.

06.340 **TITLE:** X-Ray, EEG, EKG Technician

DATE: 1974 **PAGES:** 3
PRICE: $.04 **READING LEVEL:** II

SOURCE: Minnesota Health Careers Council
Project Breakthrough
2414 7th Street, South
Minneapolis, Minnesota 55406

Pamphlet explains and defines occupations of radiologic technologist. Qualifications, preparation for the position, opportunities and income range are discussed. List of approved schools in Minnesota are given. Similar information included for electrocardiograph and electroencephalograph technicians.

06.399 **TITLE:** Central Service Technician (AHA Health Careers Series No. 9)
DATE: 1969 **PAGES:** 3
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: American Hospital Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Pamphlet reviews career of central service technician including job definition and description, work duties, and personal qualifications, training, salary, and employment outlook. Opportunities for women and mature workers noted.

06.399 TITLE: Wanted: Medical Technologists (No. 442)

AUTHOR: Elizabeth Ogg
DATE: 1969 PAGES: 20
PRICE: $.25 from first source READING LEVEL: III
Single Copy Free from second source

SOURCE: Public Affairs Committee, Inc.
381 Park Avenue South
New York, New York 10016

American Society for Medical Technology
Suite 200
5555 West Long South
Houston, Texas 77401

Various sections of the laboratory and type of work carried on in each section discussed in detail. Chemistry, histology, parasitology, urinalysis, and other areas included in presentation of medical technologists' areas of specialty. Definition of a medical technologist is given and educational and personal requirements are stated.

06.399 TITLE: Why Not Be a Medical Technologist? (No. 44)

DATE: 1971 PAGES: 6
PRICE: Single Copy Free READING LEVEL: III

SOURCE: U.S. Department of Labor
Women's Bureau
Workplace Standards Administration
Washington, D.C. 20210

Good presentation of responsibilities, places of employment, salaries, personal qualifications and educational requirements for a career in medical technology. Aimed at women (pamphlet is part of Women's Bureau's Careers for Women Series).

06.400 **TITLE:** The Bright Adventure of Army Nursing

DATE: 1971
PRICE: No Charge
PAGES: 28
READING LEVEL: I

SOURCE: Army Opportunities
Department 500
Hampton, Virginia 23369

Easy to read booklet provides information on nursing career in the Army. Aimed at nurses or nursing students. Army training courses for nurses emphasized. Qualifications, curricula, enlistment commitments, benefits, personal attributes, and locations included. Pay and advancement not specified.

06.400 **TITLE:** A Career In Nursing

AUTHOR: Faye G. Abdellah, Neil Dumas
DATE: 1972
PRICE: $1.00
PAGES: 21
READING LEVEL: III

SOURCE: B'nai B'rith Career and Counseling Services
1640 Rhode Island Avenue, N.W.
Washington, D. C. 20036

Pamphlet contains information on the type of work and areas of specialization found in nursing. Educational requirements given along with advice on choosing a school. History, advantages and disadvantages, earnings, licensure, opportunities for minority group members, and an extensive bibliography included.

06.400 TITLE: Careers in Nursing

AUTHOR: Richard F. Newcomb
DATE: 1969 PAGES: 40
PRICE: $.25 READING LEVEL: II

SOURCE: Litton Publications
Reprint Department
RN Magazine
Oradell, New Jersey 07649

Series of ten straightforward articles scan developments in the field of nursing. Job qualifications, working conditions, supply and demand, and future implications for work examined. Sources for obtaining further information attached.

06.400 TITLE: Do You Want to Be a Nurse?

DATE: 1972 PAGES: 20
PRICE: $.35 READING LEVEL: III

SOURCE: National League for Nursing
10 Columbus Circle
New York, New York 10019

Covers work settings for nursing careers, advancement opportunities, earnings, academic requirements for the different nursing levels, personal qualities necessary for success. Aimed at high school students, but information useful for adults.

06.400 **TITLE:** Men in Nursing? They Were the Crusaders!

DATE: 1972
PAGES: 14
PRICE: Single Copy Free
READING LEVEL: II

SOURCE: Cleveland Area League for Nursing
3300 Chester Avenue
Cleveland, Ohio 44114

Booklet cites history of nursing and men's place in it. Describes opportunities, advancement, salaries and rewards of nursing. Educational requirements and financial assistance also covered. Very good pictorial representation.

06.400 **TITLE:** Nurse Careers in VA Hospitals (No. 10-54)

DATE: 1973
PAGES: 19
PRICE: No Charge
READING LEVEL: III

SOURCE: Veterans Administration
Forms and Publications Depot
2625 Shirlington Road
Arlington, Virginia 22206

This pamphlet describes careers in nursing in the Veterans Administration, benefits, opportunities, financial reward and excitement in pursuing a nursing career. A complete state by state list describing VA facilities across the country is included.

06.400 **TITLE:** Nurse, General Duty (No. 7)

DATE: 1973 **PAGES:** 5
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Mississippi Employment Security Commission
P.O. Box 1699
Jackson, Mississippi 39205

This pamphlet describes a nurse's duties. Working conditions, physical requirements, methods of entry, education, salaries, promotional opportunities and employment outlook are also discussed. The nursing schools listed are all located in Mississippi.

06.400 **TITLE:** Nursing As Your Way of Life

DATE: 1974 **PAGES:** 12
PRICE: $.50 **READING LEVEL:** III

SOURCE: American Nurses' Association
2420 Pershing Road
Kansas City, Missouri 64108

Good presentation of nursing career. Includes working conditions, places of employment, educational programs and requirements, licensing and salaries. Emphasis placed on education: how to select a school, program descriptions and high school preparation for further training.

06.405 TITLE: Practical Nurses in the VA (Pamphlet 10-52)

DATE: 1973 PAGES: 10
PRICE: No Charge READING LEVEL: I

SOURCE: Veterans Administration
Forms and Publications Depot
2625 Shirlington Road
Arlington, Virginia 22206

Booklet is directed to nurses who have completed training and have their licenses. Discusses salary, benefits and experiences for nursing careers in the VA. Gives list of qualifications and information on civil service exam and state by state list of cities that have VA hospitals.

06.405 TITLE: A Profile of Practical Nursing

DATE: 1974 PAGES: 5
PRICE: Single Copy Free READING LEVEL: III

SOURCE: The National Federation of Licensed Practical Nurses
250 West 57th Street
Suite 323
New York, New York 10019

Pamphlet presents a description of duties, locations of jobs, earnings and education for practical nursing career. Special warning given on licensing qualifications and mention of correspondence courses not offering sufficient qualification. Information on the National Federation of Licensed Practical Nurses and its benefits.

06.410 **TITLE:** Hospital Attendants (No. 156)

DATE: 1972 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** I

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

This career brief reviews the responsibilities and duties of hospital attendants. The career is portrayed through someone working as an attendant. Hard data is clearly presented and gives the reader good insight into this career.

06.410 **TITLE:** Nurse Aid

DATE: 1972 **PAGES:** 3
PRICE: No Charge **READING LEVEL:** III

SOURCE: Idaho Department of Employment
Research and Analysis Section
P.O. Box 7189
Boise, Idaho 83707

This pamphlet briefly describes the career of a nurse's aid. Methods of entry, wages, benefits, outlook, and further sources of information are covered nationally and for Idaho. An insert details this information for Idaho residents by local regions.

06.410 TITLE: Nurse Aid

DATE: 1970
PAGES: 2
PRICE: Single Copy Free
READING LEVEL: III

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
Box 59
Jefferson City, Missouri 65101

Guide realistically explains the nature of work as a nurse aid mentioning high turnover rate. Working conditions, employment outlook, and requirements for entry are listed. Salary is typical of the greater St. Louis area.

06.410 TITLE: Nurse Aid, Orderly, Surgical Technician, Psychiatric Technician

DATE: 1974
PAGES: 3
PRICE: $.04
READING LEVEL: II

SOURCE: Minnesota Health Career Council
Project Breakthrough
2414 7th Street, South
Minneapolis, Minnesota 55406

Pamphlet begins with a short job description of these four health careers. Personal qualifications and preparation, opportunities in Minnesota and income range for the state included. Pamphlet best used as an introduction to these jobs or in conjunction with other materials owing to brevity of information presented.

06.410 **TITLE:** Orderly

DATE: 1972 **PAGES:** 5
PRICE: No Charge **READING LEVEL:** III

SOURCE: Idaho Department of Employment
Research and Analysis Section
P.O. Box 7189
Boise, Idaho 83707

Pamphlet describes the duties of orderlies, places of employment and requirements for entering the profession. Salary ranges, benefits and employment outlook are given. This information also given for the state of Idaho and its regions.

06.410 **TITLE:** Psychiatric Aide (No. 278)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Psychiatric aide occupation defined and work performed described. Working conditions, wages and personal qualifications are also given. Education, training and suggested courses are briefly discussed. Advancement and outlook included.

06.410 **TITLE:** Psychiatric Technician, Psychiatric Aide, Psychiatric Attendant
DATE: 1973 **PAGES:** 4
PRICE: Not Given **READING LEVEL:** III

SOURCE: Ohio Bureau of Employment Services
Counseling Section
145 South Front Street
Columbus, Ohio 43215

Excellent presentation of the nature of the work, employment outlook, requirements for entry (personal and educational), fields of employment, and earnings of members of a psychiatric supportive staff. Working conditions, possibilities for advancement and sources of further information in a career as a psychiatric technician also included.

06.410 **TITLE:** Supporting Nursing Personnel (AHA Health Careers Series No. 2)
DATE: 1973 **PAGES:** 3
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: American Hospital Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Short presentation of supportive nursing personnel which includes nursing aides, ward clerk, operating room technicians and psychiatric aide. Duties, qualifications and educational requirements are given for each.

06.415 **TITLE:** Nurse-Midwifery (No. 342)

DATE: 1973 **PAGES:** 6
PRICE: $.35 **READING LEVEL:** III

SOURCE: Mademoiselle
Box 3389, Grand Central Station
New York, New York 10017

Booklet describes the career area of midwifery and gives a complete view of the occupation using the author's personal experience and narrative description. These college trained professionals are important members of maternity health teams. Working conditions and salary range are included.

06.420 **TITLE:** Registered Nurse

DATE: 1972 **PAGES:** 6
PRICE: No Charge **READING LEVEL:** III

SOURCE: Idaho Department of Employment
Research and Analysis Section
P.O. Box 7189
Boise, Idaho 83707

Brief covers general information about a nursing career: duties, training, employment outlook and several jobs within the career area. An insert gives details on wages, outlook for employment and specific licensing requirements by Idaho geographical regions.

06.499 TITLE: Nurse Aid, Orderly, Surgical Technician, Psychiatric Technician

DATE: 1974 PAGES: 3
PRICE: $.04 READING LEVEL: II

SOURCE: Minnesota Health Careers Council
Project Breakthrough
2414 7th Street, South
Minneapolis, Minnesota 55406

Pamphlet begins with a short job description of these four health careers. Personal qualifications and preparation, opportunities in Minnesota and income range for that state included. Pamphlet best used as an introduction to these jobs or in conjunction with other materials owing to brevity of information presented.

06.500 TITLE: The Most Important Thing in the World

DATE: 1968 PAGES: 23
PRICE: Single Copy Free READING LEVEL: III

SOURCE: National Easter Seal Society for Crippled Children and Adults
2023 West Ogden Avenue
Chicago, Illinois 60612

Booklet discusses the different forms of health rehabilitation, defining the occupation and giving examples of actual cases. Includes physical therapists, occupational therapists, speech pathology, audiology, special education, psychology, rehabilitation counseling and others.

06.500 TITLE: Rehabilitation Therapists in the Veterans Administration (No. 10-106)

DATE: 1969 PAGES: 16
PRICE: No Charge READING LEVEL: III

SOURCE: Veterans Administration
Forms and Publications Depot
2625 Shirlington Road
Arlington, Virginia 22206

This booklet contains information of interest to all exploring the career field of rehabilitation therapist. Primarily a recruitment piece for the Veterans Administration. Nature of the work, qualifications, salaries, entry information and place of employment included.

06.510 TITLE: Inhalation Therapist and Inhalation Therapist Technician

DATE: 1972 PAGES: 1
PRICE: Single Copy Free READING LEVEL: III

SOURCE: Philadelphia Center for Health Careers
311 South Juniper Street
Philadelphia, Pennsylvania 19107

Short summary of duties, qualifications, training and educational requirements for inhalation therapists and technicians. Certification, salary and employment opportunities also given.

06.510 TITLE: Inhalation Therapy

DATE: 1974 PAGES: 2
PRICE: $.04 READING LEVEL: III

SOURCE: Minnesota Health Careers
Project Breakthrough
2414 7th Street, South
Minneapolis, Minnesota 55406

Very brief yet informative pamphlet defines inhalation therapist and describes duties. Personal qualifications, preparation, opportunities and income range given. Special educational information geared for Minnesota schools.

06.510 TITLE: Respiratory Therapy, a Career for Now and the Future

DATE: 1974 PAGES: 11
PRICE: Single Copy Free READING LEVEL: III

SOURCE: American Association for Respiratory Therapy
7411 Hines Place
Dallas, Texas 75235

Booklet gives a detailed overview of the areas of expertise of a respiratory therapist. The life giving support for which this member of the health team is responsible is stressed. Levels of responsibility, new technology, information on places of employment and the professional organization serving respiratory therapists are all discussed.

06.515 TITLE: A Career in Music Therapy

DATE: 1973	PAGES: 5
PRICE: No Charge	READING LEVEL: III

SOURCE: National Association for Music Therapy
P.O. Box 610
Lawrence, Kentucky 66044

Pamphlet emphasizes emotional attributes and rewards, college curriculum of a music therapist. Colleges and universities offering music therapy programs listed. General occupational definition, clientele description and work settings included.

06.520 TITLE: The A-B-C's of Occupational Therapy

DATE: 1972	PAGES: 14
PRICE: No Charge	READING LEVEL: III

SOURCE: American Occupational Therapy Association, Inc.
6000 Executive Boulevard
Rockville, Maryland 20852

Excellent description of duties and requirements of the occupational therapist. Easy to read and illustrated. Explains goals, working conditions, educational qualifications, and places of employment.

06.520 TITLE: Employment Outlook for Occupational Therapists, Occupational Therapy Assistants, Physical Therapists, Physical Therapy Assistants (No. 1700-14)

DATE: 1972 PAGES: 7
PRICE: $.15 READING LEVEL: III

SOURCE: Superintendent of Documents
Washington, D.C. 20402

Pamphlet discusses nature of work, training, qualifications, and earnings for occupational therapists and assistants. Physical therapists and assistants are also discussed. Additional information sources listed.

06.520 TITLE: Occupational Therapist (No. 74)

DATE: 1974 PAGES: 4
PRICE: $.35 READING LEVEL: III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Brief gives a complete introduction to the field of occupational therapy. Areas in which the occupational therapist may work are described. Information on training requirements, schools, wages, hours and the employment outlook also included.

06.520 **TITLE:** Occupational Therapist, Occupational Therapy Assistant
DATE: 1974 **PAGES:** 4
PRICE: $.04 **READING LEVEL:** III

SOURCE: Minnesota Health Careers Council
Project Breakthrough
2414 7th Street, South
Minneapolis, Minnesota 55460

Description of occupational therapist and occupational therapy assistant given plus objectives of job. Personal qualifications are reported along with job preparation and opportunities. Income range and schools are specifically for the state of Minnesota but give a general idea of expectations.

06.520 **TITLE:** Occupational Therapy Handbook

DATE: 1972 **PAGES:** 15
PRICE: No Charge **READING LEVEL:** III

SOURCE: The American Occupational Therapy Association, Inc.
6000 Executive Boulevard
Rockville, Maryland 20852

This booklet defines occupational therapy, explaining duties, places of employment and with whom the therapist works. Educational requirements and curricula discussed. Colleges offering training programs and scholarship programs are listed.

06.520 TITLE: Occupational Therapy - A New Life for the Disabled

DATE: 1972
PRICE: $.35
PAGES: 28
READING LEVEL: II

SOURCE: Public Affairs Pamphlets
381 Park Avenue, South
New York, New York 10016

Profession described through the use of case material. The role of the therapist in working with the physically handicapped, and that of supervisor, administrator and teacher is vividly depicted. Responsibilities of the psychiatric occupational therapist are similarly illustrated. Emphasis is on the creative aspect of the job in its many opportunities for development of innovative techniques. Includes a listing of colleges and universities offering programs.

06.525 TITLE: Employment Outlook for Occupational Therapists, Occupational Therapy Assistants, Physical Therapists, Physical Therapy Assistants (No. 1700-14)

DATE: 1972
PRICE: $.15
PAGES: 7
READING LEVEL: III

SOURCE: Superintendent of Documents
Washington, D.C. 20402

Pamphlet discusses nature of work, training, qualifications, and earnings for occupational therapists and assistants. Physical therapists and assistants are also discussed. Additional information sources listed.

06.525 TITLE: Occupational Therapist, Occupational Therapy Assistant

DATE: 1974 PAGES: 4
PRICE: $.04 READING LEVEL: III

SOURCE: Minnesota Health Careers Council
Project Breakthrough
2414 7th Street, South
Minneapolis, Minnesota 55406

Description of occupational therapist and occupational therapy assistant given plus objectives of job. Personal qualifications are reported along with job preparation and opportunities. Income range and schools are specifically for the state of Minnesota but give a general idea of expectations.

06.530 TITLE: Careers in Physical Therapy

DATE: 1973 PAGES: 10
PRICE: $.25 READING LEVEL: III

SOURCE: American Physical Therapy Association
1156 15th Street, N.W.
Washington, D.C. 20005

Physical therapy profession described. Employment settings, education and licensing requirements, salary and advancement opportunities indicated. Listing of education programs by states, and sources of financial assistance. Qualifications for physical therapist assistant and aide also considered.

06.530 TITLE: Physical Therapist (No. B-90)

DATE: 1974 PAGES: 7
PRICE: $.35 READING LEVEL: III

SOURCE: Careers, Inc.
Largo, Florida 33540

Definition of profession is given along with its history and importance. Duties and working conditions fully explained. Educational requirements and list of schools offering programs listed very thoroughly and discussion of specific details on wages, licensing, hours and outlook included. Pamphlet is geared to women in this career.

06.530 TITLE: Physical Therapist

DATE: 1972 PAGES: 2
PRICE: Single Copy Free READING LEVEL: III

SOURCE: Philadelphia Center for Health Careers, Inc.
311 South Juniper Street
Philadelphia, Pennsylvania 19107

Brief includes career description of a physical therapist, personal qualifications, training and educational requirements, and employment opportunities. It also includes information on where training is available, its cost and availability of financial aid.

06.530, TITLE: Physical Therapist, Physical Therapy Assistant/Aide
06.535

DATE: 1974 PAGES: 4
PRICE: $.04 READING LEVEL: II

SOURCE: Minnesota Health Careers Council
Project Breakthrough
2414 7th Street, South
Minneapolis, Minnesota 55406

Brochure describes duties of physical therapist, assistant and aide. Qualifications, preparation opportunities and income range for each position are given. List of schools offering physical therapy programs in Minnesota included.

06.535 TITLE: Careers in Physical Therapy

DATE: 1973 PAGES: 10
PRICE: $.25 READING LEVEL: III

SOURCE: American Physical Therapy Association
1156 15th Street, N.W.
Washington, D.C. 20005

Physical therapy profession described. Employment settings, education and licensing requirements, salary and advancement opportunities indicated. Listing of education programs by states, and sources of financial assistance. Qualifications for physical therapist assistant and aide also considered.

06.535 TITLE: Employment Outlook for Occupational Therapy, Occupational Therapy Assistants, Physical Therapists, Physical Therapy Assistants (No. 1700-14)

DATE: 1972 PAGES: 7
PRICE: $.15 READING LEVEL: III

SOURCE: Superintendent of Documents
Washington, D.C. 20402

Pamphlet discusses nature of work, training, qualifications, and earnings for occupational therapists and assistants. Physical therapists and assistants are also discussed. Additional information sources listed.

06.535 TITLE: Physical Therapist, Physical Therapy Assistant/Aide

DATE: 1974 PAGES: 4
PRICE: $.04 READING LEVEL: II

SOURCE: Minnesota Health Careers Council
Project Breakthrough
2414 7th Street, South
Minneapolis, Minnesota 55406

Brochure describes duties of physical therapist, assistant and aide. Personal qualifications, preparation, opportunities and income range for each position are given. List of schools offering physical therapy programs in Minnesota included.

06.540 TITLE: Speech Pathologist, Audiologist

DATE: 1974 PAGES: 3
PRICE: $.04 READING LEVEL: III

SOURCE: Minnesota Health Careers Council
Project Breakthrough
2414 7th Street, South
Minneapolis, Minnesota 55406

Pamphlet defines the career and explains four areas of involvement: clinical, teaching, research and administration. Personal qualifications, preparation and opportunities reviewed. Special mention of schools in Minnesota which offer master's programs.

06.540 TITLE: Speech Pathology and Audiology

DATE: 1971 PAGES: 28
PRICE: No Charge READING LEVEL: III

SOURCE: American Speech and Hearing Association
9030 Old Georgetown Road
Washington, D.C. 20014

Booklet utilizes the interesting technique of describing careers by giving career profiles of its members. History, nature of the work, salaries, educational background and places of employment are thoroughly covered.

06.540 TITLE: Speech Pathology and Audiology: Career Information for Students from Ethnic Minority Groups
DATE: 1974 PAGES: 16
PRICE: No Charge READING LEVEL: III

SOURCE: American Speech and Hearing Association
9030 Old Georgetown Road
Washington, D.C. 20014

This recruitment brochure, aimed at minority group members planning college, gives detailed accurate information on careers in speech pathology and audiology. It covers the variety of career opportunities, need for new personnel, job demands, training requirements and earning potential. Written in a question and answer format.

06.599 TITLE: A Career of Service: Manual Arts and Industrial Therapy
DATE: Not Given PAGES: 10
PRICE: Not Given READING LEVEL: III

SOURCE: American Association for Rehabilitation Therapy
P.O. Box 93
North Little Rock, Arkansas 72115

Description of work involved as a manual arts therapist and industrial therapist. Brief also discusses personal and educational requirements for this work but makes no mention of salary or hiring practices. Extensive information sources list included.

06.599 TITLE: Therapeutic Recreation Specialist

DATE: 1974 PAGES: 6
PRICE: No Charge READING LEVEL: III

SOURCE: National Therapeutic Recreation Society
1601 North Kent Street
Arlington, Virginia 22209

This brief gives a limited overview of career responsibilities of a therapeutic recreation specialist. Aimed at those planning college. Professional organizations involved in therapeutic recreation and colleges offering therapeutic recreation are listed.

06.605 TITLE: Dietetics - Focus on the Future

DATE: 1972 PAGES: 4
PRICE: Single Copy Free READING LEVEL: I

SOURCE: The American Dietetic Association
620 North Michigan Avenue
Chicago, Illinois 60611

Brief, colorfully presented brochure describes the preparation, salary, and careers available to those interested in a dietetics career. Occupations of dietitians, nutritian care, educator dietitians, and research dietitians glossed.

06.605 TITLE: Dietitian

DATE: 1973
PRICE: No Charge

PAGES: 6
READING LEVEL: III

SOURCE: Nevada Hospital Association
Operation MEDIHC
1450 East Second Street
Reno, Nevada 89502

Brief outlines duties of dietitians in different settings. Nutrition's importance to good health and job descriptions of dietitians working in therapeutic and research dietetics and in education are given. Qualifications, educational requirements, opportunities for employment and wages are also mentioned.

06.605 TITLE: Dietitian, Nutritionist, Food Service Supervisor

DATE: 1974
PRICE: $.04

PAGES: 2
READING LEVEL: III

SOURCE: Minnesota Health Careers Council
Project Breakthrough
2414 7th Street, South
Minneapolis, Minnesota 55406

Pamphlet provides information in dietician, nutritionist, and food service supervisor occupations. Work definition, duties, educational and personal qualifications, salary, and employment outlook included. Job entrance methods, hours, advancement possibilities not noted.

06.610 TITLE: Medical Records Librarian/Technician

DATE: 1974 PAGES: 3
PRICE: $.04 READING LEVEL: III

SOURCE: Minnesota Health Careers Council
Project Breakthrough
2414 7th Street South
Minneapolis, Minnesota 55406

This pamphlet describes the careers of a medical records librarian and technician. Described in the pamphlet are the personal qualifications, opportunities, salary and preparation for pursuing such careers.

06.615 TITLE: Careers in Pharmacy

AUTHOR: Fred B. Gable
DATE: 1971 PAGES: 19
PRICE: $1.00 READING LEVEL: II

SOURCE: B'nai B'rith Career and Counseling Services
1640 Rhode Island Avenue, N.W.
Washington, D.C. 20036

Organized preparation of material includes history, nature of work, fields of specialization and licensing for pharmacists. Also describes personal qualifications and educational requirements. Women in pharmacy, advantages and disadvantages and opportunities for minority groups discussed.

06.615 TITLE: Pharmacist

DATE: 1974 PAGES: 3
PRICE: $.04 READING LEVEL: II

SOURCE: Minnesota Health Careers Council
Project Breakthrough
2414 7th Street South
Minneopolis, Minnesota 55406

Fact sheet presents conscise overview of a career in pharmacy. Emphasis placed on necessary personal qualifications, academic preparation, expected salary, and employment opportunities. Special mention given to the community pharmacist's work, since 85% of practicing pharmacists enter this field. Address of the Minnesota College of Pharmacy attached.

06.615 TITLE: Pharmacists (No. 74)

DATE: 1973 PAGES: 4
PRICE: $.49 READING LEVEL: III

SOURCE: Science Research Associates
259 East Erie Street
Chicago, Illinois 60611

Need for pharmacists, history of the occupation and background explained. Very inclusive description of pharmacists' places of employment, areas of specialization, personal and educational requirements are included. Opportunities, salaries, outlook and additional information source are also given.

06.615 **TITLE:** This is the Profession of Pharmacology

DATE: 1970	**PAGES:** 19
PRICE: No Charge	**READING LEVEL:** III

SOURCE: American Society for Pharmacology and
Experimental Therapeutics
9650 Rockville Pike
Rockville, Maryland 20014

This pamphlet describes various pharmacology careers. Also included are specializations within the field of pharmacology such as clinical pharmacology, behavioral pharmacology and toxicology.

06.699 **TITLE:** Careers in Aerospace Medicine and Life Sciences

DATE: 1971	**PAGES:** 11
PRICE: No Charge	**READING LEVEL:** III

SOURCE: Aerospace Medical Association
Washington National Airport
Washington, D.C. 20001

Brochure defines aerospace medicine and lists the life sciences involved. Those needed in this field include physicians, physiologists, biologists, psychologists, engineers, chemists, mathematicians and technicians. Information on additional information sources are given.

06.699 TITLE: Careers in Industrial Hygiene

DATE: Not Given PAGES: 6
PRICE: No Charge READING LEVEL: II

SOURCE: American Industrial Hygiene Association
66 South Miller Road
Akron, Ohio 44313

Pamphlet explores opportunities in this new career field. Future opportunities are stressed in terms of the growing demand for industrial hygienists. Emphasis is placed on necessary preparation in the sciences and the need for higher education specialization.

06.699 TITLE: Medical Record Administration

DATE: 1973 PAGES: 2 + supplements
PRICE: Single Copy Free READING LEVEL: II

SOURCE: American Medical Record Association
875 North Michigan Avenue
Chicago, Illinois 60611

Fact sheet presents overviews of medical record administrators and technicians emphasizing their specific duties. Statistics on opportunities and needs, current trends and future implications presented. Additional sheets give information on membership in the America Medical Record Association, colleges offering programs in the field, and financial aid information.

06.699 **TITLE:** Medical Record Administrator (No. B-87)

DATE: 1974 **PAGES:** 7
PRICE: $.35 **READING LEVEL:** III

SOURCE: Careers, Inc.
Largo, Florida 33540

Booklet offers in-depth introduction to the occupation of medical record administrator. Definition of job, duties, working conditions, educational and personal requirements, salary and outlook are included. Other information presented includes history and importance of this occupation, a list of colleges and universities offering approved programs and sources of additional information.

06.699 **TITLE:** Service/Unit Manager, Service Coordinator, Station Secretary, Medical Secretary
DATE: 1974 **PAGES:** 4
PRICE: $.04 **READING LEVEL:** III

SOURCE: Minnesota Health Careers Council
Project Breakthrough
2414 7th Street, South
Minneapolis, Minnesota 55406

Explains in brief statements the definition of each career, personal qualifications and preparation. Opportunities and income range are given also, but little detail about methods of job entrance are noted.

07.000 **TITLE:** Careers in the Crafts

DATE: 1970 **PAGES:** 3
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: International Association of Machinists and Aerospace Workers
1300 Connecticut Avenue, N.W.
Washington, D.C. 20036

Necessary qualifications for a skilled laborer and suggestions on entry methods are outlined. Aimed at those who have already considered at length an occupation in the crafts.

07.000 **TITLE:** Popeye and Manufacturing Careers

AUTHOR: Joe Gill
DATE: 1973 **PAGES:** 33
PRICE: $.25 **READING LEVEL:** II

SOURCE: King Features
235 East 45th Street
New York, New York 10017

Variety of manufacturing occupations reviewed noting work duties and conditions: assemblers, machinists, tool and die makers, millwrights, welders, physicists, chemists, mathematicians and others. Academic/apprenticeship preparation emphasized, salaries not given. Little information on advancement, advantages and disadvantages.

07.000 TITLE: Where the Action is

DATE: 1970 PAGES: 16
PRICE: Not Given READING LEVEL: I

SOURCE: Ford Motor Company
The American Road
Dearborn, Michigan 48121

Introduction explains skilled trades and the educational, practical, and personal requirements needed to learn a skilled trade. General information given, by use of personal biographies, for several skilled trades: tool and die making, machine repair, welding, industrial electricity, plumbing-pipefitting and others. Specifics such as salary and hours not given. These personal biographies direct attention to Ford Motor Company apprentice programs.

07.105 TITLE: Coremaker (No. B-85)

DATE: 1974 PAGES: 7
PRICE: $.35 READING LEVEL: II

SOURCE: Careers, Inc.
Largo, Florida 33540

Defines occupation and explains work duties of a coremaker in detail. Working conditions, qualifications, training opportunities, salary, and related careers are covered. Lists of union and additional sources of information are included.

07.110 **TITLE:** Molder (Foundry) (No. 131)

DATE: 1973	**PAGES:** 4
PRICE: $.25	**READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Occupational brief describes hand molding and the work performed. Working conditions, hours, earnings and opportunities are reviewed. Personal and training requirements are included. Importance of vocational high schools mentioned.

07.205 **TITLE:** Machinist (No. 25)

DATE: 1973	**PAGES:** 5
PRICE: Single Copy Free	**READING LEVEL:** III

SOURCE: Mississippi Employment Security Commission
P.O. Box 1699
Jackson, Mississippi 39205

Brochure gives detailed information describing job, work conditions, physical and educational requirements of machinists. Advancement, wages and hours, and employment outlook are also presented. Information on methods of obtaining job, and unions applicable to the state of Mississippi are included.

07.205 **TITLE:** Machinist (No. 4R)

DATE: 1973 **PAGES:** 14
PRICE: No Charge **READING LEVEL:** III

SOURCE: New Jersey Division of Planning and Research
Labor and Industry Building
P.O. Box 359
Trenton, New Jersey 08625

Pamphlet contains information on type of work, working conditions, physical and educational requirements of a machinist. Information on salaries, apprenticeship programs, on-the-job training, other training and New Jersey unions are included.

07.205 **TITLE:** Instrument Makers (No. 27)

DATE: 1973 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** III

SOURCE: Science Research Associates
259 East Erie Street
Chicago, Illinois 60611

History of instrument makers, description of their places of work, and different kinds of instrument makers are given. Personal and educational requirements, description of training procedures, salary, hours, advantages and disadvantages are also cited. Opportunities for women are mentioned.

07.215 TITLE: Machine Tool Operator

DATE: 1970 PAGES: 2
PRICE: Single Copy Free READING LEVEL: III

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
Box 59
Jefferson City, Missouri 65101

Career guide gives good explanation of type of work, working conditions, educational and skill requirements of a machine tool operator. Mention of employment outlook and salary information applies to the state of Missouri, particularly to the greater St. Louis area.

07.215 TITLE: Production Machine Operators (No. 67)

DATE: 1970 PAGES: 14
PRICE: No Charge READING LEVEL: III

SOURCE: New Jersey Division of Planning and Research
Labor and Industry Building
P.O. Box 359
Trenton, New Jersey 08625

Booklet contains sections describing nature of work, work conditions, methods of entry, union, and location of employment. Particularly helpful are the sections on cooperative and government-financed training programs. On-the-job and high school vocational training programs also described. Further information sources for New Jersey residents given.

07.225 **TITLE:** Tool and Die Maker

DATE: 1970 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
Box 59
Jefferson City, Missouri 65101

This short but thorough brief gives a detailed list of duties involved in tool and die making. Job entry methods and requirements are well treated as are wages, future growth of this industry and advancement. General information is applicable anywhere but specifics such as employment outlook may be particular to Missouri.

07.300 **TITLE:** Ideas Won't Keep

MEDIA: Slide Series **PRICE:** $10.00 rental
DATE: 1969 **TIME:** 12 minutes

SOURCE: Eastman Kodak Company
Professional, Commercial and Industrial Markets Division
Rochester, New York 14650

Excellent graphics and sound contribute to the quality of this overview of the printing, packaging and publishing industry. Entrance level educational requirements are given as well as a clear view of the growth and responsibilities of an individual entering this field.

07.300 **TITLE:** An Introduction to Careers Concerning Ideas in Print - Positions in the Printing, Publishing, and Packaging Fields

DATE: Not Given **PAGES:** 17
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Eastman Kodak Company
Professional, Commercial, and Industrial Markets Division
Rochester, New York 14650

Pictorial view of the graphic arts industry depicts a variety of workers - writers, artists, craftsmen, technicians, business and sales persons, managers, administrators, researchers, educators. Personal attributes, required skills, and educational training are glossed. Best used with more detailed material.

07.325 **TITLE:** Photoengraver (Relief Printing) (Career Summary S-86)

DATE: 1974 **PAGES:** 2
PRICE: $.20 **READING LEVEL:** II

SOURCE: Careers, Inc.
Largo, Florida 33540

Career summary discusses photoengraving, duties involved and working conditions. Qualifications and training required are given. Interesting information on measuring interest and ability for the field, earnings, and hours, and related careers are also listed.

07.330 **TITLE:** Printing Pressmen and Assistants

DATE: 1970
PAGES: 2
PRICE: Single Copy Free
READING LEVEL: III

SOURCE: Missouri Department of Labor and Industrial
Relations
Division of Employment Security
Box 59
Jefferson City, Missouri 65101

Career guide on printing pressmen and assistants gives detailed information on nature of their work, working conditions, and opportunities for advancement. Information on salary, employment outlook, and entry requirements is applicable to Missouri.

07.400 **TITLE:** Career Opportunities in the Knitting Industry

DATE: Not Given
PAGES: 7
PRICE: No Charge
READING LEVEL: III

SOURCE: National Knitted Outerwear Association
51 Madison Avenue
New York, New York 10010

Good presentation of opportunities in different facets of knitting industry. Brief description of various jobs, including cutters, knitters, sewers, and managers, are organized by their place in the industrial process. Salary, personal attributes needed and qualifications for work are glossed. Presentation of occupations is sex-stereotyped.

07.400 **TITLE:** Career Opportunities in the Meat Packing Industry

DATE: 1973 **PAGES:** 11
PRICE: Not Given **READING LEVEL:** III

SOURCE: American Meat Institute
Department of Membership and Personnel Relations
59 East Van Buren Street
Chicago, Illinois 60605

Listing of 32 careers in the meat-packing industry includes information on nature of the job, personal requirements and educational background. All positions listed require college degrees and include accountants, engineers, bacteriologists, food technologists and foreign trade trainees.

07.400 **TITLE:** Career Opportunities in the Steel Industry

AUTHOR: John P. Roche
DATE: 1972 **PAGES:** 19
PRICE: $1.00 **READING LEVEL:** III

SOURCE: B'nai B'rith Career and Counseling Services
1640 Rhode Island Avenue, N.W.
Washington, D.C. 20036

A history of the steel industry and a flow chart of the steelmaking process introduce careers in this industry. Apprenticeship programs, personal and educational qualifications, working conditions, advantages and disadvantages are discussed. Ecology, advancement, work locations and job opportunities for minorities are also given. Extensive bibliography included.

07.400 **TITLE:** Challege and Opportunity

DATE: 1970 **PAGES:** 17
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: Fibre Box Association
224 South Michigan Avenue
Chicago, Illinois 60604

Informative pamphlet about corrugated and solid fibre box industry noting history, growth of industry and production process from trees to box. Job categories listed emphasize those requiring college training, but high school and technical school graduates place in fibre box industry is noted. Job descriptions are brief, not including salary, work settings or conditions.

07.400 **TITLE:** Firearms Industry (No. 399)

DATE: 1973 **PAGES:** 6
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Booklet introduces the industry by explaining different firearms and their manufacturing process. Very detailed descriptions of work performed and occupations in the industry. Earnings, advancement opportunities, working conditions, education and training requirements given. Designers and engineers, assemblers, barrel riflers, machine operators, targeteers, and other occupations included.

07.400 **TITLE:** Glass Manufacturing Industry (No. 353)

DATE: 1974
PRICE: $.35
PAGES: 4
READING LEVEL: III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Defines the glass manufacturing industry including history and present day conditions. Explains work performed, working conditions, requirements and salaries. Opportunities for advancement are included along with employment outlook and related occupations. Bibliography included.

07.400 **TITLE:** Ideas Won't Keep

MEDIA: Slide Series
DATE: 1969
PRICE: $10.00 Rental
TIME: 12 Minutes

SOURCE: Eastman Kodak Company
Professional, Commercial and Industrial Markets Division
Rochester, New York 14650

Excellent graphics and sound contribute to the quality of this overview of the printing, packaging and publishing industry. Entrance level, educational requirements are given as well as a clear view of the growth and responsibilities of an individual entering this field.

07.400 TITLE: An Introduction to Careers Concerning Ideas in Print:
Positions in the Printing, Publishing, and Packaging Fields
DATE: Not Given PAGES: 17
PRICE: Single Copy Free READING LEVEL: III

SOURCE: Eastman Kodak Company
Professional, Commercial and Industrial
Markets Division
Rochester, New York 14650

Pictorial view of the graphic arts industry depicts a variety of workers - writers, artists, craftsmen, technicians, business and sales persons, managers, administrators, researchers, educators. Personal attributes, required skills, and educational training are glossed. Best used with more detailed material.

07.400 TITLE: Jobs in Papermaking

AUTHOR: Bill Beutel, Richard Nilsson
DATE: 1972 PAGES: 44
PRICE: No Charge READING LEVEL: II

SOURCE: Wisconsin Department of Industry, Labor and
Human Relations
Occupational Analysis Field Center
310 Price Place
P.O. Box 2209
Madison, Wisconsin 53705

Positions related to the papermaking industry are surveyed within the total manufacturing process. In-depth account of the industry's history and future employment trends given. Numerous illustrations and graphs are included.

07.400 TITLE: Jobs in the Plastics Industry

DATE: 1973
PAGES: 34
PRICE: Not Given
READING LEVEL: III

SOURCE: Wisconsin Department of Industry, Labor and Human Relations
Occupational Analysis Field Center
310 Price Place
P.O. Box 2209
Madison, Wisconsin 53705

Pamphlet explains in great detail the jobs involved in the plastics industry: machine operators, finishers, assemblers, floormen, mixers, mold-makers and others. Entry qualifications, employment trends, and a job ladder are included.

07.400 TITLE: Opportunities Unlimited in the Forest Products Industries
DATE: 1973
PAGES: 15
PRICE: No Charge
READING LEVEL: III

SOURCE: National Forest Products Association
Wood Industry Careers
1619 Massachusetts Avenue, N.W.
Washington, D.C. 20036

Very general overview of careers in forestry, manufacturing, wood science and technology, research and development and teaching. Work duties, salary, and methods of entrance not included; occupational definitions and advancement possibilities mentioned briefly. Education and non-discriminatory practices emphasized. Best used with other, more detailed material.

07.400 **TITLE:** Paper Industry Workers (No. 226)

DATE: 1974
PRICE: $.49
PAGES: 4
READING LEVEL: III

SOURCE Science Research Associates
259 East Erie Street
Chicago, Illinois 60611

Occupational brief includes a short history of written communication and detailed description of the paper-making process. Working conditions, skill and educational requirements, getting started, salary, and advancement are presented. Additional information sources listed.

07.400 **TITLE:** Petroleum Products Manufacturing Occupations (No. 188)

DATE: 1973
PRICE: $.35
PAGES: 4
READING LEVEL: II

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13119

Career brief presents a good description of the oil processing industry and includes an explanation of work performed by plant operators, pipe and steam fitters, boilermakers, apprentices, pumpmen and others. Personal qualifications, hours, salary, educational requirements, and outlook for this occupational area are provided.

07.400 **TITLE:** Rubber Goods Manufacturing Occupations (No. 328)

DATE: 1973 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Occupations in rubber goods manufacturing reviewed. Steps involved in processing rubber described. Work setting and benefits mentioned but not job entry methods or ways to advance. States of major rubber production and employment outlook included.

07.400 **TITLE:** Textile Manufacturing Occupations (No. 323)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Brief contains detailed information on the work performed in textile manufacturing occupations. Conditions, qualifications and training given for work as machine operators, spinners, weavers, finishers and other occupations. A list of colleges offering textile training and additional sources of information are included.

07.403 **TITLE:** Assemblers, Metal Products

DATE: 1970 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
Box 59
Jefferson City, Missouri 65101

Presentation gives nature of the work, working conditions, and requirements for entry for metal products assemblers. Salary and employment outlook applicable to the greater St. Louis area.

07.427 **TITLE:** Wood Machining Occupations (No. 26)

DATE: 1973 **PAGES:** 6
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: Mississippi Employment Security Commission
P.O. Box 1699
Jackson, Mississippi 39205

Various careers in woodworking are described including cabinet maker, model maker, veneer lathe operator, router operator and chipperman. Working conditions and hazards are briefly discussed as well as methods of entry, salaries, training and promotional opportunities. Although written for Mississippi residents it contains information for anyone interested in this career area.

07.427 **TITLE:** Woodworking Machine Operator (No. 74)

DATE: 1972 **PAGES:** 14
PRICE: No Charge **READING LEVEL:** III

SOURCE: New Jersey Division of Planning and Research
Labor and Industry Building
P.O. Box 359
Trenton, New Jersey 08625

This booklet gives the job responsibilities for woodworking machine operator and describes career opportunities in related positions. Information is also given on the physical and mental requirements of the position, wages, hours, working conditions and training opportunities. While aimed at those residing in New Jersey, the information is applicable to other states.

07.430 **TITLE:** Employment Outlook in Furniture Upholstering (No. 104)

DATE: 1972 **PAGES:** 2
PRICE: $.10 **READING LEVEL:** III

SOURCE: Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

The reprint offers basic facts about the trade of upholstering. Places of employment as well as geographic locations are included. Of particular note are the descriptions of the upholstering process.

07.430 **TITLE:** Furniture Upholsterer (Career Summary S-89)

DATE: 1974 **PAGES:** 2
PRICE: $.20 **READING LEVEL:** II

SOURCE: Careers, Inc.
Largo, Florida 33540

Informative career summary includes step-by-step description of the upholstering process. Working conditions, physical qualifications, training, salary, outlook, related occupations and further information sources included.

07.430 **TITLE:** Uphosterer (Furniture) (No. 219)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** II

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Information on upholsterer careers is presented in an easy-to-read format. The brief indicates in-depth information on wages, training (including apprenticeships), hours, working conditions, personal requirements and employment outlook for this craft. Sources of additional information and a bibliography are included.

07.433 **TITLE:** Factory Inspectors (No. 327)

DATE: 1974 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** I

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Clear explanation of qualifications, duties, and work conditions of factory inspectors. History, methods of entry, means of promotion, preparation, salary and employment outlook included. Employment possibilities for women discussed.

07.439 **TITLE:** Meat Cutter (No. 17R)

DATE: 1973 **PAGES:** 14
PRICE: No Charge **READING LEVEL:** III

SOURCE: New Jersey Division of Planning and Research
Labor and Industry Building
P.O. Box 359
Trenton, New Jersey 08625

Good presentation of the nature of the work, places of employment, personal requirements, working conditions, and advancement opportunities in the meat cutting position. Information is also given on training opportunities and VA training benefits.

07.439 **TITLE:** Meat Cutter, Retail (Career Summary S-83)

DATE: 1974 **PAGES:** 2
PRICE: $.20 **READING LEVEL:** III

SOURCE: Careers, Inc.
Largo, Florida 33540

Short description of job, duties and working conditions. Includes personal qualifications, training involved, earnings and hours, and brief section on outlook.

07.442 **TITLE:** Millman (Wood Products)

DATE: 1970 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
Box 59
Jefferson City, Missouri 65101

Guide contains good information on type of work and working conditions. Earnings, educational requirements and employment outlook are all geared towards the St. Louis area.

07.442 **TITLE:** Sawmill Occupations (No. 441)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Defines sawmill workers by breaking them down into different categories with description of the work for each position. Personal qualifications and educational requirements are given. Includes working conditions, earnings and future outlook.

07.454 **TITLE:** Sewing Machine Operator

DATE: 1970 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
Box 59
Jefferson City, Missouri 65101

Career pamphlet describes the occupation of seamstress. Information is given on the nature of the work, method of entry, salary and advancement. Salary data is pertinent to the St. Louis area.

07.472 **TITLE:** Opportunities in the Welding Industry

DATE: 1972 **PAGES:** 24
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: American Welding Society
2501 N.W. 7th Street
Miami, Florida 33125

Excellent guide to careers in the welding industry. Twenty careers are outlined, many of which require a high school education or less. For each career, education required, nature of the job, salary and opportunities are listed.

07.472 **TITLE:** Welder, Flame Cutter and Related Occupations

DATE: 1970 **PAGES:** 5
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Mississippi Employment Security Commission
P.O. Box 1699
Jackson, Mississippi 39205

Pamphlet offers a thorough job description, including working conditions and physical requirements. An interesting feature is the fairly comprehensive discussion of job entry routes and the promotional ladder. Wages, hiring outlook and licensing are briefly covered.

07.499 **TITLE:** Cylinder Press Man (No. 32)

DATE: 1967 **PAGES:** 10
PRICE: No Charge **READING LEVEL:** III

SOURCE: New Jersey Division of Planning and Research
Labor and Industry Building
P.O. Box 359
Trenton, New Jersey 08625

A very complete career pamphlet, covering the job of pressman. Wages, entry path and working conditions are discussed in detail. Training (apprenticeship, on-the-job, high school vocational and part-time cooperative programs), personal and educational requirements, unions and outlook discussed.

07.499 **TITLE:** Can I Be a Technician?

DATE: 1971 **PAGES:** 16
PRICE: No Charge **READING LEVEL:** II

SOURCE: General Motors
Public Relations Staff
General Motors Building
Room 1-101
Detroit, Michigan 48202

Booklet outlines the many areas in which a technician may work and the responsibilities of a technician are specifically described. Offering extensive information on preparation, the booklet discusses several levels of entry. Additional sources of information are included.

08.000 **TITLE:** Careers in Conservation

DATE: Not Given **PAGES:** 8
PRICE: Not Given **READING LEVEL:** II

SOURCE: Soil Conservation Society of America
7515 Northeast Ankeny Road
Ankeny, Ohio 50021

This brochure is aimed at those planning college and gives an overview of the opportunities in conservation careers. Various careers are discussed (farming, teaching, research, business, etc.) as well as training and places of employment. Work in numerous federal agencies is described.

08.000 **TITLE:** Careers in Poultry Science

DATE: 1969 **PAGES:** 10
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: The Poultry Science Association, Inc.
Texas A & M University
College Station, Texas 77843

Aimed at college-bound men. Reviews scope of poultry industry, emphasizing technology and its importance as a food source. Jobs as managers, nutritionists, geneticists, technical sales and services, research, teaching, and extension workers described. Credentials, employment outlook, salary and work settings included. Job entrance, duties, advancement and personal attributes not developed.

08.000 TITLE: Careers in Resource Conservation

MEDIA: Slide Series	PRICE: $13.00 w/cassette, $10.50 w/script
DATE: 1971	TIME: 10 minutes

SOURCE: Soil Conservation Society of America
7515 N.E. Ankeny Road
Ankeny, Iowa 50021

General introduction to careers available in conservation. Effective visuals. Slide series lists further sources of information. For full effect, slide series should be augmented with Conservation Careers ($1.50), available from Soil Conservation Society of America (see above address).

08.000 TITLE: Careers in Wildlife Conservation

DATE: 1967	PAGES: 36
PRICE: Single Copy Free	READING LEVEL: II

SOURCE: Olin Mathieson Chemical Corporation
Winchester-Western Conservation Department
East Alton, Illinois 62024

Presentation of job requirements and educational requirements in the following conservation wildlife fields are given: soilologist, wildlife manager, conservation officer, wildlife educator and related fields. Job definitions, work duties, salary, educational, personal attributes and other information is included.

08.000 **TITLE:** Conservation Careers

DATE: 1970 **PAGES:** 33
PRICE: $1.50 **READING LEVEL:** III

SOURCE: Soil Conservation Society of America
7515 Northeast Ankeny Road
Ankeny, Iowa 50021

This collection of articles on various aspects and different careers in soil conservation gives excellent insight into this career field. Booklet gives the reader in-depth information on the field. Further resources are listed.

08.000 **TITLE:** Popeye and Agri-Business - Natural Resources Careers
AUTHOR: Joe Gill
DATE: 1972 **PAGES:** 34
PRICE: $.25 **READING LEVEL:** I

SOURCE: King Features
235 East 45th Street
New York, New York 10017

Introduction to many jobs in the agri-business and natural resources occupational family: farmer, extension service agents, horticulturist, agronomist, veterinarian, lumberman, forester, miner, geologist, and other specialties. General information, educational requirements and work responsibilities given. History of occupation and salary not discussed. Entrance methods briefly mentioned.

08.000 **TITLE:** Preparation for a Career in Fish Conservation

DATE: 1967 **PAGES:** 5 + Supplement
PRICE: No Charge **READING LEVEL:** III

SOURCE: Department of the Interior
Bureau of Sport Fisheries and Wildlife
Washington, D.C. 20240

Discusses the five major areas of employment for fishery biologists (research, hatcheries, etc.). Educational requirements are described along with training programs. Additional fact sheet concerning civil service information is included.

08.000 **TITLE:** Preparation for A Career in Wildlife Conservation

DATE: Not Given **PAGES:** 6
PRICE: No Charge **READING LEVEL:** III

SOURCE: Department of the Interior
Bureau of Sports Fisheries and Wildlife
Washington, D.C. 20240

Different phases of conservation are discussed including research, administration and management, teaching, extension work and outdoor writing. Training is explained at different levels, noting courses and facilities. Employment opportunities with federal government are described.

08.000 **TITLE:** Where the Action Is... A Career in Parks, Recreation and Conservation

DATE: 1973 **PAGES:** 15
PRICE: $.15 **READING LEVEL:** III

SOURCE: National Recreation and Park Association
1601 North Kent Street
Arlington, Virginia 22209

Listing of occupations in recreation and conservation area include theraputic recreation specialist, zoo, wildlife and game management, outdoor education specialist, private recreation clubs, landscape architecture, park and recreation planners. Educational training and salary discussed. Information very general.

08.000 **TITLE:** A Wildlife Conservation Career for You

DATE: 1969 **PAGES:** 11
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: The Wildlife Society
Suite S-176
3900 Wisconsin Avenue, N.W.
Washington, D.C. 20016

Brief explanation of career areas in wildlife conservation research, education, information, management, and planning. Although geared to those seeking professional opportunities, accurate information is provided for those not going on to higher education. Personal attributes of individuals entering this career area, salary potential and job locations are detailed. Additional sources of information given.

08.005 **TITLE:** Farm Equipment Operator (No. 36)

DATE: 1973 **PAGES:** 5
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Mississippi Employment Security Commission
P.O. Box 1699
Jackson, Mississippi 39205

Good presentation of working conditions, hazards, entry and wages of the farm equipment operator. Pamphlet also lists establishments where work will be found. Physical requirements and training needed as well as employment outlook and promotional opportunities are discussed.

08.010 **TITLE:** Fruit Growers (No. 44)

DATE: 1974 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** III

SOURCE: Science Research Associates
259 East Erie Street
Chicago, Illinois 60611

Occupational brief on fruit growers includes an historical introduction and information on the fruit industry. Work duties, setting, preparation, earnings and outlook given. Additional information sources listed. Initial high capital outlay and uncertainties (weather, market fluctuations, etc.) noted.

08.010 **TITLE:** Vineyard Manager (No. 274)

DATE: 1972 **PAGES:** 3
PRICE: No Charge **READING LEVEL:** III

SOURCE: California Department of Human Resources Development
Human Relations Agency
800 Capital Mall
Sacramento, California 95814

This occupational guide, aimed at those seeking employment in California, describes the career of a vineyard manager. Opportunities for employment, though limited, are discussed. Working conditions, salaries, duties, training and opportunities for promotion are also covered.

08.015 **TITLE:** Hunting and Fishing Guide (No. 354)

DATE: 1973 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** II

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Occupational brief explains this career by describing the nature of work, conditions, licensing requirements, qualifications and earnings. Also included are advancement opportunities, employment outlook and further sources of information.

08.020 **TITLE:** Ask Any Forester

DATE: 1973 **PAGES:** 5
PRICE: No Charge **READING LEVEL:** III

SOURCE: Society of American Foresters
1010 16th Street, N.W.
Washington, D.C. 20036

Pamphlet describes profession and responsibilities of a forester. Variety of positions in federal and state service, educational institutions, private and industrial forestry. Salary ranges are included. Career piece aimed at those planning college. Personal satisfaction stressed.

08.020 **TITLE:** In Your Service - The Work of Uncle Sam's Forest Rangers (No. 0100-1369)

DATE: 1972 **PAGES:** 22
PRICE: $.25 **READING LEVEL:** II

SOURCE: United States Department of Agriculture
Forest Service
Washington, D.C. 20250

Booklet describes in words and pictures the various areas in which forest rangers work: wood, water, wildlife, forage and recreation. History and duties discussed. Very general description of each area with no specific information given on salary, hours, or benefits.

08.025 **TITLE:** A Job with the Forest Service: A Guide to Non-Professional Employment (Misc. Pub. No. 843)
DATE: 1972 **PAGES:** 20
PRICE: $.15 **READING LEVEL:** II

SOURCE: United States Department of Agriculture
Forest Service
Washington, D.C. 20250

This material gives a broad view of nonprofessional forestry occupations. Different positions' skills and functions needed are included. The pamphlet also supplies information on schools offering forestry. Forestry regions to write to and areas where the civil service exam may be taken to enter this field are included.

08.045 **TITLE:** Careers in Range Science and Range Management

DATE: 1974 **PAGES:** 8
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Society for Range Management
2120 South Birch Street
Denver, Colorado 80222

Brochure is aimed at those planning college but contains information of interest to all exploring the career field of range manager. This clearly written brochure discusses the range manager's importance in maintaining nature's balance in the range ecosystems. The variety of places of employment, training requirements and supply and demand are also noted.

08.045 **TITLE:** Rangeland Specialist (No. 482)

DATE: 1973	**PAGES:** 4
PRICE: $.35	**READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

This occupational brief stresses the work responsibilities of the rangeland specialist and gives insight into the working conditions, place of employment, and income. A good career for one who likes people and the out-of-doors. Personal qualifications are emphasized and educational requirements are also given.

08.050 **TITLE:** Careers in Soil Conservation Science (Misc. Pub. No. 717)

DATE: 1971	**PAGES:** 6
PRICE: $.10	**READING LEVEL:** II

SOURCE: United States Department of Agriculture
Soil Conservation Service
Office of Information
Washington, D.C. 20250

Career opportunities with the Soil Conservation Service are briefly discussed. Soil scientists, engineers, range conservationists and soil conservationists are described briefly. Educational qualifications, training and benefits are glossed.

08.050 **TITLE:** Students...Start Your Career in SCS Before You Graduate (Mis. Pub. No. 714)
DATE: 1971 **PAGES:** 7
PRICE: No Charge **READING LEVEL:** III

SOURCE: U.S. Department of Agriculture
Soil Conservation Service
Washington, D.C. 20250

This pamphlet is recruitment literature for students. It offers a brief overview of each of the major career areas (for positions as an engineer, soil scientist, woodland conservationist, and others). Promotion schedules and training are briefly discussed, but other information is not included.

08.099 **TITLE:** The Conservation Officer: DEC's Man in the Field
DATE: 1972 **PAGES:** 2
PRICE: No Charge to New York State Residents **READING LEVEL:** I
SOURCE: New York State Department of Environmental Conservation
Division of Educational Services
Albany, New York 12201

Interesting article describes work of a New York conservation officer. Gives concise information as to job requirements, qualifications, salaries and employment outlook. Does not mention opportunities for women.

08.099 **TITLE:** Nurseryman (No. 99)

DATE: 1973 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** II

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Pamphlet describes in detail the work duties and working conditions of nurserymen. Hours, earnings and training requirements also presented. Personal requirements are stressed. Places of employment and outlook are mentioned.

08.099 **TITLE:** Water Quality Management

DATE: 1972 **PAGES:** 2
PRICE: No Charge to New York State Residents **READING LEVEL:** III

SOURCE: New York State Department of Environmental Conservation
Division of Educational Services
Albany, New York 12201

Describes varying responsibilities of the water quality engineer in New York State. Aimed at New York State residents, it notes training, ranging from a two year community college course to graduate training. Salary levels are briefly discussed. Best used as a supplement to other career information.

09.000 **TITLE:** Popeye and Environmental Careers

AUTHOR: Joe Gill
DATE: 1972 **PAGES:** 33
PRICE: $.25 **READING LEVEL:** I

SOURCE: King Features
239 East 45th Street
New York, New York 10017

Review of environmental-related occupations, including life scientist, foresters, chemists, meteorologists, ecologists and others. Higher education emphasized but "blue-collar" jobs included. Salary, job entry, advancement and work duties not given. Often directed to "kids". Mentions job opportunities for women and handicapped but not in a positive way.

09.000 **TITLE:** Popeye and Marine Science Careers

AUTHOR: Joe Gill
DATE: 1973 **PAGES:** 34
PRICE: $.25 **READING LEVEL:** I

SOURCE: King Features
235 East 45th Street
New York, New York 10017

Brief descriptions of marine science careers given, including fishing, oceanography, biological and geological oceanography, meteorology, geography, cartography, ecology and diving. In addition, educational requirements, working conditions, job techniques and general information regarding the ocean described. History and salary information not given.

09.000 **TITLE:** Can I Be a Scientist?

DATE: 1972 **PAGES:** 16
PRICE: No Charge **READING LEVEL:** III

SOURCE: General Motors
Public Relations Staff
Detroit, Michigan 48202

Pamphlet explains the basic work and different fields of science. It also makes suggestions on preparing for a career in science. Basic and applied research, teaching, and other areas of scientific work are briefly described.

09.000 **TITLE:** A Career in Ecology

DATE: 1970 **PAGES:** 7
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Ecological Society of America
Department of Biology
Rutgers University
Camden, New Jersey 08102

Various research and applied careers in the field of ecology listed with possible places of employment. Suggested courses of study including specialization areas at the graduate level. Salary and fringe benefits noted. Additional sources on readings in the field included.

09.000 **TITLE:** Careers in Aerospace

DATE: Not Given **PAGES:** 12
PRICE: $.30 **READING LEVEL:** III

SOURCE: American Institute of Aeronautics and Astronautics
Student Programs
1290 Avenue of the Americas
New York, New York 10019

Booklet discusses aspects of aerospace science and technology and the necessary preparation for these fields. Aimed at those preparing for college. Fields of specialization in aerospace (fluid mechanics, thermodynamics, acoustics, etc.) and three basic members of the aerospace team (scientist, engineer, technician) are briefly introduced. An extensive bibliography and list of colleges offering engineering programs is included.

09.000 **TITLE:** Popeye and Agri-Business - Natural Resources Careers

AUTHOR: Joe Gill
DATE: 1973 **PAGES:** 34
PRICE: $.25 **READING LEVEL:** I

SOURCE: King Features
235 East 45th Street
New York, New York 10017

Introduction to many jobs in the agri-business and natural resources occupational family: farmer, extension service agents, horticulturist, agronomist, veterinarian, lumberman, forester, miner, geologist, and other specialties. General information, educational requirements and work responsibilities given. History of occupations and salary not discussed. Entrance methods briefly mentioned.

09.000 **TITLE:** Working Toward a Better Environment - Some Career Choices

DATE: 1973 **PAGES:** 25
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE United States Environmental Protection Agency
Washington, D.C. 20460

Booklet gives a broad overview of careers available in the fight to protect the environment. Training requirements and environmental employers also discussed. A list of junior colleges and colleges offering courses in environmental protection is given. Careers for those not going on to higher education listed as well.

09.100 **TITLE:** Training and Careers in Marine Science

DATE: 1973 **PAGES:** 14
PRICE: $.50 **READING LEVEL:** III

SOURCE: International Oceanographic Foundation
10 Rickenbacker Causeway
Virginia Key
Miami, Florida 33149

Discussion of marine science branches, physical, chemical, geological and biological oceanography, and fisheries. Educational preparation, employment outlook, salaries, non-academic experience included. Suggested readings and educational institutions offering marine science curricula listed.

09.110 **TITLE:** Geophysicist (No. B-95)

DATE: 1974 **PAGES:** 8
PRICE: $.35 **READING LEVEL:** III

SOURCE: Careers, Inc.
Largo, Fla. 33540

This career brief outlines duties, working conditions, personal qualifications, training requirements and opportunities of a geophysicist. Earnings and future outlook of this career presented. It also includes summary of related careers and sources of further information.

09.110 **TITLE:** Geophysicist (No. 331)

DATE: 1973 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** III

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Descriptive introduction gives examples of various branches of geophysics including seismology, meteorology and hydrology. Opportunities, personal requirements, education and earnings discussed. Also describes job entry, advancement, and future outlook. A short list of references and professional organizations is included.

09.115 TITLE: The Challenge of Meteorology

DATE: 1972 PAGES: 16
PRICE: $.50 READING LEVEL: III

SOURCE: American Meteorological Society
45 Beacon Street
Boston, Massachusetts 02108

Very detailed booklet provides in-depth examination of the meteorology field. Theoretical and applied research, as well as operational, engineering, and educational meteorology are explored. Useful charts and graphs are included. A listing of suggested readings is attached.

09.115 TITLE: Metereologist (Career Summary S-84)

DATE: 1974 PAGES:2
PRICE: $.20 READING LEVEL: III

SOURCE Careers, Inc.
Largo, Florida 33540

Career summary lists duties, working conditions and personal qualifications for a meteorologist. Educational requirements are given with a list of colleges. Earnings, outlook and places of employment are also covered.

09.120 **TITLE:** Oceanographer (No. 200)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Range of oceanographic work discussed: aboard research vessels, library or laboratory work and the instruments used. Hours, salary, personal attributes, educational requirements, employment outlook, advancement, employing agencies and institutions given. Suggested readings listed. Opportunities for women mentioned.

09.120 **TITLE:** Oceanographers (No. 188)

DATE: 1973 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

History of oceanography, places of employment, salary, employment outlook, importance of oceanography to world community included in this occupational brief. Academic preparation emphasized. Physical, geological, chemical, biological oceanography and other specialties mentioned; specific work duties glossed. Further ininformation sources listed.

09.200 TITLE: Animal Scientists in the Agricultural Research Service
DATE: 1970 PAGES: 6
PRICE: Not Given READING LEVEL: III

SOURCE: Department of Agriculture
Agricultural Research Service
Federal Center Building
Hyattsville, Maryland 20782

Pamphlet provides excellent description of job duties, present work and projects being conducted by animal scientists in the Agricultural Research Service. Particular duties of physiologists, animal husbandmen, geneticists, microbiologists, parasitologists, and anatomists detailed. Other useful career information, however, is only sketchily presented and/or absent.

09.200 TITLE: A Career in the Biological Sciences

AUTHOR: Neal Rosenthal
DATE: 1972 PAGES: 16
PRICE: $1.00 READING LEVEL: III

SOURCE: B'nai B'rith Career and Counseling Services
1640 Rhode Island Avenue, N.W.
Washington, D.C. 20036

Thorough description provided of the work of a life scientist. Specific career opportunities are examined: botanists, zoologists, microbiologists, anatomists, embryologists, geneticists, pathologists, physiologists, pharmacists, biochemists and biophysicists. Starting salaries provided for various types of employment conditions. Advantages and disadvantages, necessary prerequisites for employment and scholarship information explored. Chapter on women in the biological sciences included.

09.200 **TITLE:** Careers in Poultry Science

DATE: 1969 **PAGES:** 10
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: The Poultry Science Association, Inc.
Department of Poultry Science
Texas A & M University
College Station, Texas 77843

Aimed at college-bound men. Reviews scope of poultry industry, emphasizing technology and its importance as a food source. Jobs as managers, nutritionists, geneticists, technical sales and services, researchers, teaching, and extension workers described. Credentials, employment outlook, salary and work settings included. Job entrance, duties, advancement and personal attributes not developed.

09.200 **TITLE:** Conservation Careers

DATE: 1970 **PAGES:** 33
PRICE: $1.50 **READING LEVEL:** III

SOURCE: Soil Conservation Society of America
7515 N. E. Ankeny Road
Ankeny, Iowa 50021

This collection of articles on various aspects and different careers in soil conservation gives excellent insight into this career field. Booklet gives the reader in-depth information on the field. Further resources are listed.

09.200 **TITLE:** The Environmentalist

DATE: 1971 **PAGES:** 8
PRICE: Not Given **READING LEVEL:** III

SOURCE: National Environmental Health Association
1600 Pennsylvania Avenue
Denver, Colorado 80203

This pamphlet gives a brief description of the environmentalist and a general list of job duties. Article gives an overview of this occupation. Employment outlook and importance of occupation to community are noted.

09.200 **TITLE:** Preparation for a Career in Wildlife Conservation

DATE: Not Given **PAGES:** 6
PRICE: No Charge **READING LEVEL:** III

SOURCE: Department of the Interior
Bureau of Sport Fisheries and Wildlife
Washington, D.C. 20240

Different phases of conservation are discussed including research, administration and management, teaching and extension work and outdoor writing. Training is explained at different levels, noting courses and facilities. Employment opportunities with federal government are described.

09.200 **TITLE:** A Wildlife Conservation Career for You

DATE: 1969 **PAGES:** 11
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: The Wildlife Society
Suite S-176
3900 Wisconsin Avenue, N.W.
Washington, D.C. 20016

Brief explanation of career areas in wildlife conservation research, education, information, management and planning. Although geared to those seeking professional opportunities, accurate information is provided for those not going on to higher education. Personal attributes of individuals entering this career area, salary potential and job locations are detailed. Additional sources of information given.

09.205 **TITLE:** Biochemist

DATE: 1970 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publication, Inc.
Moravia, New York 13118

General field of biochemistry is defined. Work duties in specialty areas outlined and related to the various fields in which biochemists are employed. Work conditions, salaries, advancement, personal and training requirements, and future employment prospects are considered. Opportunities for women noted.

09.205 **TITLE:** Careers in Biochemitry

DATE: 1972 **PAGES:** 5
PRICE: $.20 **READING LEVEL:** II

SOURCE: American Society of Biological Chemists, Inc.
Educational Affairs Committee
9650 Rockville Pike
Bethesda, Maryland 20014

Pamphlet discusses the field of biochemistry and gives representative examples of biochemical research. Explains how to prepare for a career in biochemistry and gives valuable references for further information.

09.210 **TITLE:** Careers in Biology

DATE: 1972 **PAGES:** 2
PRICE: No Charge **READING LEVEL:** III

SOURCE: American Institute of Biological Sciences
Educational Division
3900 Wisconsin Avenue, N.W.
Washington, D.C. 20016

Fact sheet discusses biologists and briefly lists different scientists in the biological field. Describes required education, opportunities available (research, government, military) and salaries. Also covers working conditions and names several professional associations. Additional information sources listed.

09.210 **TITLE:** Conservation Biologist: Fisheries Biology and Wildlife Biology
AUTHOR: Sandy Marvinney
DATE: 1974 **PAGES:** 4
PRICE: No Charge to New York State residents **READING LEVEL:** II

SOURCE: New York Department of Environmental
Conservation
Division of Educational Services
Albany, New York 12201

A two page leaflet describing role of conservation biologist in fishery and wildlife fields. Written in article format, article notes field work, labratory research, educational and public relations duties, and recommendations for government regarding environmental legislation. Preparation, credentials, salary and advancement given. Methods of job entrance not included.

09.210 **TITLE:** A Guide to Opportunities in Cell Biology

AUTHOR: Birgit Satir
DATE: 1960 **PAGES:** 27
PRICE: $.30 **READING LEVEL:** III

SOURCE: American Society for Cell Biology
Huntington Laboratories
Massachusetts General Hospital
Boston, Massachusetts 02114

Introduction describes cell biology and provides short history of the field. Includes educational requirements and career opportunities. Lists government and industry salaries and positions in scientific and educational areas. Interesting section on examples of current job openings in cell biology. Sources of additional information included.

09.215 **TITLE:** A Soil Science Career for You in SCS (Misc. Pub. No. 716)

DATE: 1971 **PAGES:** 4
PRICE: $.10 **READING LEVEL:** III

SOURCE: United Stated Department of Agriculture
Soil Conservation Service (SCS)
Office of Information
Washington, D.C. 20250

This pamphlet defines soil scientist and describes work conditions and duties. Information on required education and training, salary, work conditions, and advancement is glossed. Soil classification, mapping, soil-survey interpretation, and soil investigation are briefly introduced.

09.299 **TITLE:** Botany as a Profession

DATE: 1972 **PAGES:** 15
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Botanical Society of America
Committee on Education
Department of Botany
Rutgers University
New Brunswick, New Jersey 08903

Includes definition of the field and specialty areas, types of activities in which botanists are engaged, and role of the profession in solving present and future societal problems. Major employers--educational institutions, government, industrial firms--and proportion of botanists employed by each are examined. Also noted are salaries, courses of study, and opportunities for women.

09.299 **TITLE:** A Career in Animal Sciences

DATE: 1969 **PAGES:** 7
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: American Society of Animal Science
113 North Neil Street
Champaign, Illinois 61820

Pamphlet stresses the importance of animal agriculture for science, food production and industries. High school preparation, college curricula described offering programs in animal science; government opportunities and potential income are discussed.

09.299 **TITLE:** A Career in Genetics

DATE: 1969 **PAGES:** 6
PRICE: $.20 **READING LEVEL:** III

SOURCE: American Genetic Association
1028 Connecticut Avenue, N.W.
Washington, D.C. 20036

Discusses meaning and importance of the field of genetics and where career opportunities are found. Personality and educational requirements and salary range are also given.

09.299 **TITLE:** Horticulture: A Rewarding Career

DATE: 1968 **PAGES:** 10
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: American Society for Horticultural Science
P.O. Box 109
St. Joseph, Michigan 49085

Describes the variety of career opportunities within the field of horticulture. Aimed at those planning college. However, general information concerning the career field, its growth potential, and intangible rewards is also applicable to those not planning college.

09.299 **TITLE:** Microbiologists (No. 338)

DATE: 1973 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Description of the history of microbiology and the career today is given. Career brief is broken down into 5 major areas: teaching, medicine, public health, industry and agriculture, with descriptions given for each. Lists requirements, preparation, earnings and outlook. Additional facts such as percentage of women in field and their prospects, as well as prospects for handicapped make this most informative.

09.299 **TITLE:** Careers in Range Science and Range Management

DATE: 1974 **PAGES:** 8
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Society for Range Management
2120 South Birch Street
Denver Colorado 80222

Brochure is aimed at those planning college but contains information of interest to all exploring the career field of range manager. This clearly written brochure discusses the range manager's importance in maintaining nature's balance in the range ecosystem. The variety of places of employment, learning requirements and supply and demand also included.

09.299 **TITLE:** Crop Scientist (No. 211)

DATE: 1974 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** I

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Excellent description of history, duties, working conditions, personal and educational requirements for the career of crop scientist. It also includes methods of entrance, advancement, wages and future prospects for crop scientists. Additional information sources listed.

09.299 **TITLE:** Microbiology in Your Future

DATE: 1970 **PAGES:** 20
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: The American Society for Microbiology
1913 I Street, N.W.
Washington, D.C. 20006

Highly detailed booklet explores the field in terms of the types of organisms studied (biology, bacteriology, etc.) and their locales (agricultural, industrial, space). Emphasis placed on background descriptions of the career field. High school and college curricula described, employment outlook and salaries discussed. Bibliography of recommended materials is attached.

09.299 **TITLE:** Plant Jobs (No. 341)

DATE: 1973 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Madamoiselle
Box 3389
Grand Central Station
New York New York 10017

This brief is aimed at women exploring the career area of botany or working with plants. History, nature of the work, working conditions and variety of career possibilities in the field of botany or horticulture included. The brief is aimed at those planning college, but contains useful information for all exploring the field.

09.299 **TITLE:** Preparation for a Career in Fish Conservation

DATE: 1967 **PAGES:** 5 + Supplement
PRICE: No Charge **READING LEVEL:** III

SOURCE: Department of the Interior
Bureau of Sport Fisheries and Wildlife
Washington, D.C. 20240

Discusses the five major areas of employment for fishery biologists (research, hatcheries, etc.). Educational requirements are described along with training programs. Additional fact sheet concerning civil service information is included.

09.299 **TITLE:** Wood Technology: The Materials Science of the Forest Products Industry
DATE: 1973 **PAGES:** 6
PRICE: Single Copy Free to Career Guidance Counselors **READING LEVEL:** III

SOURCE: Society of Wood Science and Technology
P.O. Box 5062
Madison, Wisconsin 53705

Pamphlet presents wood technology as an educational discipline which relates to a very large variety of technological occupations. No specifics on careers are offered. Development of the field, its importance, general descriptions of the type of work, education and employers (industry, government, universities, etc.) are included.

09.299 **TITLE:** Zoologists (No. 180)

DATE: 1974 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Excellent presentation of background, specialties, work duties and conditions, personal and educational requirements of a career in zoology. It also includes methods of entrance, advancement opportunities, earnings and employment outlook. Sources of additional information included.

09.300 **TITLE:** Professional Opportunities in Mathematics

DATE: 1971 **PAGES:** 25
PRICE: $.35 **READING LEVEL:** III

SOURCE: The Mathematical Association of America
1225 Connecticut Avenue, N.W.
Washington, D.C. 20036

Highly detailed pamphlet provides thorough background information on mathematical careers. Five major specialty fields are discussed: teaching, industry, government, applied probability. statistics and actuarial fields. Emphasis placed on the fact that there are intrinsic rewards to this career field other than finanical remuneration. One draw back: small type makes reading exceedingly difficult.

09.300 **TITLE:** You'll Need Math

AUTHOR: Leonard Gillman
DATE: 1968 **PAGES:** 16
PRICE: No Charge **READING LEVEL:** II

SOURCE: Mathematical Association of America
1225 Connecticut Avenue, N.W.
Washington, D.C. 20036

Although dated, this career piece does have relevance for career exploration today. It gives specific careers for different levels of mathematics study and describes several career areas which utilize mathematics. The booklet utilizes an appealing approach to presenting careers in which math is used.

09.310 **TITLE:** Statistician (Career Summary S-81)

DATE: 1974 **PAGES:** 2
PRICE: $.20 **READING LEVEL:** III

SOURCE: Careers, Inc.
Largo, Florida 33540

Career summary discusses two types of statisticians, mathematical and applied. Definitions of each, duties, working conditions and qualifications are given. Importance of education is stressed. Earnings, hours and outlook are included.

09.400 **TITLE:** The Coating Industry - Creative Challenge in Management and Science

DATE: 1967 **PAGES:** 16
PRICE: $.50 **READING LEVEL:** III

SOURCE: Paint Industry Education Bureau
1500 Rhode Island Avenue, N.W.
Washington, D.C. 20005

Good presentation of jobs in coating industry. Includes responsibilities, salaries, and educational requirements. Most positions require college degrees, but there are some positions for high school graduates. Excellent information on industry's work.

09.405 **TITLE:** Astronomer (No. 210)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Brief describes the occupation of an astronomer, work duties and working conditions. Salary, personal and educational requirements, including curricula, are covered. Additional reading materials listed.

09.405 **TITLE:** A Career in Astronomy

DATE: 1973 **PAGES:** 19
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: The American Astronomical Society
211 Fitz Randolph Street
Princeton, New Jersey 08540

Pamphlet contains excellent information on an astronomer's nature of work, salary, and educational requirements. Also included is an appendix of schools offering undergraduate and graduate degrees in astronomy, and an extensive bibliography.

09.410 **TITLE:** A Career in Clinical Chemistry

DATE: Not Given **PAGES:** 10
PRICE: No Charge **READING LEVEL:** III

SOURCE: American Association of Clinical Chemists
1725 K Street, N.W.
Washington, D.C. 20006

This brochure describes the field of clinical chemistry by presenting a chemist at work. Areas of work in clinical chemistry, such as teaching, research, and quality control, are included. The scope and challenge of the field, necessary education, professional status and the future of the field are discussed.

09.420 **TITLE:** Careers in Physics

AUTHOR: Wilbur V. Johnson
DATE: 1972 **PAGES:** 16
PRICE: $1.00 **READING LEVEL:** II

SOURCE: B'nai B'rith Career and Counseling Services
1640 Rhode Island Avenue, N.W.
Washington, D.C. 20036

Pamphlet supplies information on physics in teaching, research, administration and other careers. Covers salaries, educational preparation, financial assistance, and entry methods. Section on opportunities for minority youth and extensive bibliography included.

09.420 **TITLE:** Physics as a Career

DATE: 1970 **PAGES:** 20
PRICE: No Charge **READING LEVEL:** III

SOURCE: American Institute of Physics
335 East 45th Street
New York, New York 10017

Highly technical booklet surveys the profession of physicists. Job duties and specialization of careers in the branches of nuclear, elementary particles, solid state and chemical physics discussed. Stress placed on necessary academic training and financial rewards. Related journals, professional societies and addresses of sources of additional information included.

09.420 **TITLE:** Should You Be a Physicist?

AUTHOR: Arthur H. Compton
DATE: 1968 **PAGES:** 8
PRICE: No Charge **READING LEVEL:** III

SOURCE: American Institute of Physics
335 East 45th Street
New York, New York 10017

Booklet is written using a narrative format to introduce the field of physics. History, discoveries and future goals are discussed. Stresses need for advanced education and basic personal interests necessary to pursue this career. Salaries and personal rewards are cited.

10.000 **TITLE:** Careers in Business

DATE: 1972 **PAGES:** 31
PRICE: $1.00 **READING LEVEL:** III

SOURCE: National Business Education Association
1201 Sixteenth Street, N.W.
Washington, D.C. 20036

Discusses types of business occupations and careers, opportunities available, preparation needed and qualifications which must be met. Careers in automatic data processing, clerical and secretarial occupations, management, marketing and distribution, bookkeeping and accounting, teaching and as a business owner are discussed.

10.000 **TITLE:** The Office and You...Careers

DATE: 1972 **PAGES:** 24
PRICE: $1.00 **READING LEVEL:** II

SOURCE: Administrative Management Society
Willow Grove, Pennsylvania 19090

Booklet is designed to inform the reader of the many different occupations available in an office. Mostly secretarial careers described. More attention given to describing offices, typical duties and daily activities.

10.000 **TITLE:** People Who Organize Facts (General Careers)

MEDIA: Filmstrip
DATE: 1972
PRICE: $37.50/set (1 of 4 in set)
TIME: 9 minutes

SOURCE: Guidance Associates
41 Washington Avenue
Pleasantiville, New York 10570

Color, sound filmstrips available with records or cassettes and includes introductory filmstrip in the "People Who Organize Facts Program". Occupations dependent upon the organization and interpretation of factual materials are reviewed. A bookkeeper, cab dispatcher, water pollution tester, film researcher, and computer programmer explain the duties involved in their jobs. Several other occupations which also demand these qualities are highlighted. Strips emphasize importance of data to the community in its daily life. Other filmstrips in set review general careers, sports editor, bakery packager, and automotive researcher. Extensive user's guide included.

10.000 **TITLE:** Popeye and Business and Office Careers

AUTHOR: Joe Gill
DATE: 1973
PRICE: $.25
PAGES: 30
READING LEVEL: I

SOURCE: King Features
235 East 45th Street
New York, New York 10017

Review of business and office occupations: receptionist, typist, file clerk, stenographer, office machine operator, computer-related occupations, systems analyst, actuary and accountant. Educational preparation, work setting and duties and economic outlook included. Job entrance and salary not discussed. Sex-stereotyping of occupations throughout.

10.100 **TITLE:** Banking, An Opportunity for you

DATE: 1971 **PAGES:** 11
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: The American Bankers Association
1120 Connecticut Avenue, N.W.
Washington, D.C. 20036

The function of banks is discussed. Types of starting positions listed as well as new clerical occupations created by the use of electronic data processing equipment. Flexibility of educational qualifications noted. On-the-job training and company-sponsored courses cited as possibilities for advancement. Working conditions, salary and benefits indicated.

10.100 **TITLE:** Banking Opportunities and the College Graduate

DATE: 1971 **PAGES:** 8
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: American Bankers Association
1120 Connecticut Avenue, N.W.
Washington, D.C. 20036

Booklet introduces the many areas of banking: lending, marketing, trust services, international and correspondence banking, economics and others. Salary, benefits, qualifications and skills are glossed. Most information describes commercial banks and their departments.

10.100 TITLE: Employment Outlook for Banking: Bank Clerks, Tellers Bank Officers (No. 1700-137)

DATE: 1972 PAGES: 8

PRICE: $.15 READING LEVEL: III

SOURCE: Superintendent of Documents
Washington, D.C. 20402

Excellent presentation of positions in banking. Emphasis placed on bank clerks, tellers and bank officers. Information included on nature of the work, advancement, employment outlook and earnings. Educational requirements and in-service training programs noted.

10.100 TITLE: Faces of a Bank

DATE: 1974 PAGES: 13

PRICE: $.20 READING LEVEL: I

SOURCE: American Bankers Association
1120 Connecticut Avenue, N.W.
Washington, D.C. 20036

This booklet discusses five different positions in banks using interviews. Included are a secretary, credit analyst, service representatives, branch manager and loan officer. Pictorial representation of each position with descriptions of duties, working conditions and advantages given.

10.100 **TITLE:** Technical, Clerical and Trade Careers (No. 05-49)

DATE: 1970 **PAGES:** 9
PRICE: No Charge **READING LEVEL:** III

SOURCE: Veterans Administration
Forms and Publications Depot
2625 Shirlington Highway
Arlington, Virginia 22206

Booklet reviews career opportunities available at high school or technical school education levels, and discusses staffing needs of VA hospitals. Information given on types of jobs available, duties, training, employee salaries and benefits and entry procedures. Nationwide list of VA hospitals and offices included.

10.110 **TITLE:** Teller (Banking)

DATE: 1971 **PAGES:** 6
PRICE: No Charge **READING LEVEL:** II

SOURCE: Idaho Department of Employment
Research and Analysis Section
P.O. Box 7189
Boise, Idaho 83707

This occupational brief is aimed at Idaho residents but offers information for all interested in a career as a bank teller. Information given on duties, working conditions, and advancement opportunities. Some information mentioned, such as salary, is directed to Idaho residents and may not apply to other states.

10.199 **TITLE:** Loan Officer (Banking) (No. 443)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

The literature defines the career of a loan officer and describes duties of different loan officers (mortagage, installment, and commercial, for example). Working conditions, personal and educational requirements, hours, salary, advantages and disadvantages are presented. Opportunities for women, related occupations, and a bibliography are included.

10.200 **TITLE:** A Career in Information

AUTHOR: A. Debons, D. Shirey, L. Montgomery, C. Kim
DATE: 1972 **PAGES:** 12
PRICE: No Charge **READING LEVEL:** III

SOURCE: University of Pittsburgh
Interdisciplinary Doctoral Program In Information Science
135 North Bellefield Street
Pittsburgh, Pennsylvania 15213

Pamphlet uses case study format to illustrate various facets of information technology. Behavioral theory, technology and systems, basic science and computer science are explored for jobs as systems specialist and technologist. Educational preparation and curricula, areas of specialty (informatics, behavioral science) and other professional disciplines (library science, communications, etc.) are included.

10.200 **TITLE:** Computer Careers

DATE: 1970 **PAGES:** 24
PRICE: $.30 **READING LEVEL:** II

SOURCE: Business Equipment Manufacturers Association
1828 L Street, N.W.
Washington, D.C. 20036

Booklet reviews variety of computer careers at all levels including operations, clerical, and keypunch. Stresses career ladder concept and covers entry training required. Brochure emphasizes training after high school and classifies positions by trade school, community college, or university training. Section reviewing qualifications of training institutions included. Salaries for various positions in many U.S. cities are given as well as extensive additional sources of information.

10.200 **TITLE:** Facts on Computer Careers (No. 232)

DATE: 1973 **PAGES:** 16
PRICE: No Charge **READING LEVEL:** II

SOURCE: Council of Better Business Bureaus, Inc.
1150 17th Street, N.W.
Washington, D.C. 20036

American Federation of Information Processing
Societies, Inc.
210 Summit Avenue
Montvale, New Jersey 07645

Brochure discusses the computer industry's history and future. Gives description of different careers in the field, from programmer to engineer. Salary and required training are also discussed.

10.210 **TITLE:** Keypunch Operator

DATE: 1969 **PAGES:** 4
PRICE: No Charge **READING LEVEL:** III

SOURCE: Idaho Department of Employment
Research and Analysis Section
P. O. Box 7189
Boise, Idaho 83707

Pamphlet is aimed at Idaho residents, particularly specific information such as wages. Nature of work, working conditions, employment opportunities and entry methods are given. Advancement opportunities also covered.

10.210 **TITLE:** Keypunch Operator (No. 19)

DATE: 1970 **PAGES:** 4
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Mississippi Employment Security Commission
P.O. Box 1699
Jackson, Mississippi 39205

Pamphlet is a well-organized presentation of this career giving job description, working conditions, hiring methods, physical and educational requirements. Promotional opportunities, employment outlook and an occupational ladder are included. Most information is general and applicable anywhere, but some, such as wages, may be applicable only in Mississippi.

10.210 **TITLE:** Keypunch Operators (No. 246)

DATE: 1974 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Career brief explains the keypunch machine, its uses and advantages. Work duties, personal requirements and training necessary for a keypunch operator are described. Sections on how to get started and advance are included. Specific information on hours, earnings, advantages and disadvantages are given also.

10.215 **TITLE:** Computer Programming (No. 63)

DATE: 1974 **PAGES:** 2
PRICE: $.50 **READING LEVEL:** III

SOURCE: Alumnae Advisory Center, Inc.
541 Madison Avenue
New York, New York 10022

Informative sheet defines computer programmer, describes work, lists beginning and advanced jobs, employers, educational background, personal attributes and informational sources. Salary, methods of entrance, employment outlook, advancement possibilities, advantages and disadvantages not discussed.

10.215 **TITLE:** Programmer (No. 175)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications Inc.
Moravia, New York 13118

Brief gives detailed information on working conditions, education, training, salaries and employment outlook for a computer programmer. Places of employment, promotional opportunities, related occupations, and a bibliography are also included.

10.215 **TITLE:** Programmers (No. 281)

DATE: 1974 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

A brief introduction explains the use of computers, defines the job of a programmer and explains their duties. Working conditions, educational and personal requirements are given. Information on finding a job and advancing is included with the occupational outlook. Additional sources of information included.

10.220 **TITLE:** Systems Analyst (Career Summary S-98)

DATE: 1974 **PAGES:** 2
PRICE: $.20 **READING LEVEL:** III

SOURCE: Careers, Inc.
Largo, Florida 33540

Summary of the duties, working conditions, personal qualifications and educational requirements of a systems analyst is given. Earnings, hours, outlook and related careers are also included.

10.299 **TITLE:** Data Processing Manager (Career Summary S-324)

DATE: 1973 **PAGES:** 2
PRICE: $.20 **READING LEVEL:** II

SOURCE: Careers, Inc.
Largo, Florida 33540

Career summary presents qualifications, duties, and working conditions of data processing manager. Also discussed are related careers, education required, employment outlook and sources for further information.

10.300 TITLE: Your Career in the Lodging Industry

DATE: 1973 PAGES: 32
PRICE: No Charge READING LEVEL: II

SOURCE: American Hotel and Motel Association
Educational Institute
Kellogg Center
Michigan State University
East Lansing, Michigan 48823

This booklet combines crisp factual writing with unique graphics and gives a refreshing overview of the lodging industry. Detailed information is given on opportunities, career levels, job duties, entry requirements, training and specific careers within the field.

10.305 TITLE: Bookkeeper (No. 50)

DATE: 1968 PAGES: 8
PRICE: No Charge READING LEVEL: III

SOURCE: New Jersey Division of Planning and Research
Labor and Industry Building
P.O. Box 359
Trenton, New Jersey 08625

Factually written booklet on bookkeepers gives good information on training required and method of entry through specially geared training programs (in high schools, evening courses, part-time cooperative programs and private business schools). Places of employment, personal attributes, advancement opportunities and outlook also given. Although this booklet is aimed at New Jersey residents, the information is applicable to most states and helpful to all exploring the field.

10.310 **TITLE:** Cashier (No. 290)

DATE: 1973 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Pamphlet defines the position of cashier and explains work performed, places of employment, working conditions and earnings. Personal and training requirements, outlook and advancement opportunities are also cited. Brief bibliography is included.

10.310 **TITLE:** Cashier (No. 2)

DATE: 1968 **PAGES:** 6
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Mississippi Employment Security Commission
P.O. Box 1699
Jackson, Mississippi 39205

Pamphlet presents a very thorough job description of a cashier. General description of establishments where cashiers are employed. Method of entry, wages and hours, physical and educational requirements, promotion and outlook described. Specific information, such as salary, applies to Mississippi, but most information is general and applicable anywhere.

10.315 **TITLE:** File Clerk

DATE: 1970 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
P.O. Box 59
Jefferson City, Missouri 65101

Brief presents nature of work, working conditions, training and education needed, earnings and employment outlook for file clerks. Union affiliation and salary information aimed at those in the greater St. Louis area.

10.315 **TITLE:** File Clerks (No. 328)

DATE: 1974 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Occupation of file clerk described. Duties, working conditions, educational requirements, methods of entrance, salary and benefits, advancement and job outlook included. Additional information sources listed.

10.320 **TITLE:** Hotel and Motel Clerk (No. 50)

DATE: 1973 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Monrovia, New York 13118

Career brief presents a complete description of the hotel and motel clerk, and is an excellent resource. Salary, training, methods of entry, responsibilities and working conditions delineated. Additional sources of information given.

10.330 **TITLE:** Duplicating Machine Operators (No. 17)

DATE: 1974 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** III

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

This brief gives an in-depth description of the different reprographic processes, and describes the occupation of a duplicating machine operator. Information on the industry itself and variety of techniques and skills involved is also presented. Data on training, entry, salary and future career needs is included.

10.330 **TITLE:** The Job Scene: Office Machine Careers

DATE: 1971 **PAGES:** 8
PRICE: $.08 **READING LEVEL:** III

SOURCE: IPD Publishing Company
461 Park Avenue South
New York, New York 10016

This short comic book gives general information on careers utilizing office machines. Career ladders are given for advancement opportunities. The booklet would best be used as a supplement to more detailed information.

10.330 **TITLE:** Office Machine Operator (No. B-177)

DATE: 1974 **PAGES:** 7
PRICE: $.35 **READING LEVEL:** III

SOURCE Careers, Inc.
Largo, Florida 33540

Career brief provides thorough information on office machine operators including those operating adding, calculating, bookkeeping and transcribing machines. Working conditions, personal qualifications, training requirements and opportunities, salaries, hours, and places of employment are discussed.

10.330 **TITLE:** Tabulating Machine Operator (No. 35)

DATE: 1973 **PAGES:** 4
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: Mississippi Employment Security Commission
P.O. Box 1699
Jackson, Mississippi 39205

This career brief describes the responsibilities of a tabulating machine operator and gives information on duties, hazards, location, hours, wages, training, and methods of hiring. Although aimed at those residing in Mississippi, information is included of interest to all considering this career. A career ladder is included.

10.330 **TITLE:** Transcribing Machine Operator

DATE: 1970 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
Box 59
Jefferson City, Missouri 65101

This brief focuses on the job of transcribing dictated messages and covers work duties. While the work is repetitive, employment opportunity is great and there is opportunity for advancement. Educational requirements, hours and wages are carefully outlined.

10.335 **TITLE:** Hospital Admitting Officer (AHA Health Careers Series No. 3)

DATE: 1972 **PAGES:** 3
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: American Hospital Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Good presentation of responsibilities of the hospital admitting officer. Brief also includes educational requirements, personal qualifications and average salaries for the job.

10.335 **TITLE:** Receptionist (No. 23)

DATE: 1974 **PAGES:** 4
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Mississippi Employment Security Commission
P.O. Box 1699
Jackson, Mississippi 39205

This brief is aimed at the Mississippi resident and contains information of interest to those exploring the career of receptionist. Working conditions, nature of the job, entry methods, training, wages and physical requirements are given. A career ladder is also given.

10.335 **TITLE:** Receptionists (No. 278)

DATE: 1974 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Information on receptionists includes descriptions of duties allowing for different working conditions. Physical, personality and skill requirements, training, salary, benefits and future trends noted. List of additional information sources includes organizations and selected references.

10.340 **TITLE:** Central Service Technician (AHA Health Careers Series No. 7)
DATE: 1969 **PAGES:** 3
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: American Hospital Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Pamphlet reviews career of central service technician including job definition and description, work duties, and personal qualifications. Training, salary, and employment outlook included. Opportunities for women and mature workers noted.

10.350 **TITLE:** Employment Outlook for Stock Clerks (No. 1700-57)

DATE: 1972 **PAGES:** 4
PRICE: $.10 **READING LEVEL:** II

SOURCE: Superintendent of Documents
Washington, D.C. 20402

This career brief defines the duties, variety of responsibilities, and gives detailed information on the position of stock clerk. Places of employment, employment outlook and wages are reviewed along with training and personal qualifications.

10.355 **TITLE:** Foreign Service Secretaries

DATE: 1973 **PAGES:** 16
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: U.S. Department of State
Recruitment Branch, Employment Division
Washington, D.C. 20520

Work of the Foreign Service secretary is considered, with specialized duties related to kind and size of foreign post assignments. Requirements, both tangible and intangible, outlined. Highly selective nature of appointments noted. Entrance level openings, advancement opportunities, and tour of duty fringe benefits described.

10.355 TITLE: Medical Assistant/Medical Secretary

DATE: 1972 PAGES: 3
PRICE: Single Copy Free READING LEVEL: III

SOURCE: Philadelphia Center for Health Careers, Inc.
311 South Juniper Street
Philadelphia, Pennsylvania 19107

Brief describes duties, training and educational requirements, personal qualifications, and financial assistance for education in a career as a medical assistant/secretary. Also included are income and employment opportunities.

10.355 TITLE: Medical Assistant and Medical Secretary

DATE: 1974 PAGES: 2
PRICE: No Charge READING LEVEL: III

SOURCE: Virginia Health Careers
Virginia Council on Health and Medical Care
P.O. Box 12363, Central Station
Richmond, Virginia 23241

Directed to residents of Virginia, pamphlet briefly describes careers of medical assistant and medical secretary. Physical demands, salaries, and occupational outlook glossed. Educational programs, including curricula, are described at greater length. Sources of additional information given.

10.355 TITLE: Medical Secretary

DATE: 1973 PAGES: 2
PRICE: No Charge READING LEVEL: II

SOURCE: Nevada Hospital Association
Health Careers Program
1450 East Second Street
Reno, Nevada 89502

Short presentation outlines duties, educational requirements and compensation of medical secretary. Program of study is briefly covered.

10.355 TITLE: Secretary (No. 14)

DATE: 1972 PAGES: 1
PRICE: $.25 READING LEVEL: III

SOURCE: Alumnae Advisory Center
541 Madison Avenue
New York, New York 10022

This brief on a career as a secretary is concise and gives the reader basic information on duties, education, places of employment and further sources of information. It can best be used in conjunction with other more detailed career information pieces.

10.355 **TITLE:** Service/Unit Manager, Service Coordinator, Station Secretary, Medical Secretary

DATE: 1974 **PAGES:** 4
PRICE: $.04 **READING LEVEL:** III

SOURCE: Minnesota Health Careers Council
Project Breakthrough
2414 7th Street South
Minneapolis, Minnosota 55406

Explains in brief statements the definition, personal qualifications and preparation of each career. Opportunities and income range also given, but little noted about methods of job entrance.

10.355 **TITLE:** Stenographer (No. 16)

DATE: 1970 **PAGES:** 6
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Mississippi Employment Security Commission
P.O. Box 1699
Jackson, Mississippi 39205

Good presentation of duties, working conditions, personal and educational requirements, and places of employment for those interested in stenography. Brief also includes wages, promotional opportunities and employment outlook for stenographers. Most information is general, but specifics, such as salary, apply to Mississippi.

10.355 **TITLE:** Stenographer

DATE: 1970 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
Box 59
Jefferson City, Missouri 65101

Although short, this brief gives basic information on the nature of work as a stenographer, employment outlook, earnings, training required and method of entry. Written primarily for Missouri residents, brief contains information of interest to all exploring the field.

10.355 **TITLE:** Your Career as Legal Secretary

DATE: Not Given **PAGES:** 4
PRICE: No Charge **READING LEVEL:** II

SOURCE: United Business Schools Association
1730 M Street, N.W.
Washington, D.C. 20036

Pamphlet provides general information on legal secretary's career and lists needed skills. Brief and very general data on training, courses of study, student financial aid, and places of work described.

10.355 **TITLE:** Your Career as a Medical Secretary

DATE: 1972 **PAGES:** 4
PRICE: No Charge **READING LEVEL:** III

SOURCE: Association of Independent Colleges and Schools
1730 M Street, N.W.
Washington, D.C. 20036

Presents the skills required, job responsibilities, and possible work locales for the medical secretary. Emphasizes a business school curriculum for job preparation. Aimed primarily at secondary students, it provides a listing of financial aid programs.

10.355 **TITLE:** Your Career as a Secretary

DATE: 1972 **PAGES:** 22
PRICE: No Charge **READING LEVEL:** II

SOURCE: United Business Schools Association
1730 M Street, N.W.
Washington, D.C. 20036

Overview of secretarial careers includes responsibilities, growth potential and qualities needed to be a secretary. Business school training is emphasized and an extensive bibliography is included. Other free career materials are listed and available from the source.

10.365 TITLE: Teletype Operator (No. 261)

DATE: 1974
PRICE: $.49
PAGES: 4
READING LEVEL: II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

This pamphlet gives good insight into the fields of telegraphy and teletype writing. For the prospective operator, there is a concise but thorough overview of working conditions, wages, skills required and future demands in this field. Additional information sources listed.

10.365 TITLE: Typist

DATE: 1970
PRICE: Single Copy Free
PAGES: 2
READING LEVEL: III

SOURCE: Missouri Department of Labor and
Industrial Relations
Division of Employment Security
Box 59
Jefferson City, Missouri 65101

This brief gives a complete list of clerical duties and very good information on job entrance. Personal and educational requirements, advancement and wages are covered. Sex-stereotyping of occupation throughout.

10.399 **TITLE:** Accounting Clerk

DATE: 1970 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
Box 59
Jefferson City, Missouri 65101

Good overview of nature of the work, working conditions, employment outlook, earnings, requirements for entry and opportunity for advancement for a career as an accounting clerk. Written for those in the greater St. Louis area but general information applicable anywhere.

10.399 **TITLE:** Bookkeeping Machine Operator (No. 51)

DATE: 1968 **PAGES:** 8
PRICE: No Charge **READING LEVEL:** III

SOURCE: New Jersey Division of Planning and Research
Labor and Industry Building
P.O. Box 359
Trenton, New Jersey 08625

This booklet describes the nature of a bookkeeper's work and gives information on places of employment, requirements (mental and physical) for entry, training, employment outlook and related occupations. It is aimed primarily at New Jersey residents but offers general information useful to all interested in this field.

10.399 TITLE: Clerk General Office

DATE: 1970 PAGES: 2
PRICE: Single Copy Free READING LEVEL: III

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
Box 59
Jefferson City, Missouri 65101

Brief gives general information on nature of work of office clerk, earnings in greater St. Louis area, requirements for entry, advancement opportunities, working conditions and employment outlook. It is useful information and although aimed at Missouri residents, will assist those exploring the occupation. It should, however, be supplemented with more detailed information.

10.399 TITLE: General Office Clerk (No. 61)

DATE: 1969 PAGES: 12
PRICE: No Charge READING LEVEL: III

SOURCE: New Jersey Division of Planning and Research
Labor and Industry Building
P.O. Box 359
Trenton, New Jersey 08625

Good presentation of the nature of work, places of employment, personal and educational requirements, working conditions and salaries for a position as an office clerk. Section on educational opportunities included. Written for New Jersey residents, but material is general and applicable elsewhere.

10.405 TITLE: The Actuarial Profession

DATE: 1973 PAGES: 14
PRICE: No Charge READING LEVEL: III

SOURCE: Society of Actuaries
208 South LaSalle Street
Chicago, Illinois 60604

Description of the responsibilities, training required and opportunities in the actuary profession. Includes information on several actuarial associations and on actuary exams needed to attain professional status.

10.405 TITLE: Actuaries (No. 251)

DATE: 1974 PAGES: 4
PRICE: $.49 READING LEVEL: III

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Informative occupational brief includes places of employment, job description, hours, salary and personal requirements. Educational and experiential preparation, occupational outlook, and sources of additional information are included.

10.405 **TITLE:** Actuary (No. 346)

DATE: 1973 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Brief defines occupation of actuary, work duties, training requirements and advancement. Earnings and related occupations are covered. A list of additional reading materials is included.

10.405 **TITLE:** So You're Good At Math - Then Consider a Career as an Actuary
DATE: 1970 **PAGES:** 12
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: Society of Actuaries
208 South LaSalle Street
Chicago, Illinois 60604

Good presentation of the nature of the work, duties, personal qualifications and job opportunities of an actuary. Information on actuarial exams needed to obtain professional status and a good section on educational requirements also included. Salaries not mentioned.

10.405 **TITLE:** The Essential Executive

DATE: 1969 **PAGES:** 16
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Casualty Actuarial Society
200 East 42nd Street
New York, New York 10017

Booklet describes the work duties of an actuary, abilities and educational training needed and occupational outlook. No data is given on salaries or job entry. Many photographs are used. Sex-stereotyping throughout.

11.000 **TITLE:** Maintenance Mechanic II (No. 34)

DATE: 1973 **PAGES:** 5
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Mississippi Employment Security Commission
P.O. Box 1699
Jackson, Mississippi 39205

Brochure gives detailed information on the occupation of maintenance mechanic, including description of the job, work conditions, physical and educational requirements, advancement, wages and hours. Employment outlook, information on methods of obtaining a job, and unions are applicable to the state of Mississippi.

11.003 **TITLE:** Air-Conditioning and Refrigeration Mechanic (Career Summary S-91)
DATE: 1974 **PAGES:** 2
PRICE: $.20 **READING LEVEL:** III

SOURCE: Careers, Inc.
Largo, Florida 33540

Career summary explains duties and working conditions, physical and educational qualifications, and earnings of this occupation. Lists of additional information sources and related careers also included.

11.003 **TITLE:** Become a Refrigeration and Air Conditioning Service Engineer

DATE: 1970 **PAGES:** 4
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Refrigeration Service Engineers Society
2720 Des Plaines Avenue
Des Plaines, Illinois 60018

Aimed at those not going on to college, pamphlet details information concerning responsibilities and rewards of refrigeration careers. Emphasizing importance of the career for the community, brochure also describes entry requirements, salary, and advancement possibilities. Further sources of information listed.

11.003 **TITLE:** Oil Burner Installation and Service Man (No. 23R)

DATE: 1972 **PAGES:** 13
PRICE: No Charge **READING LEVEL:** II

SOURCE: New Jersey Division of Planning and Research
Labor and Industry Building
P.O. Box 359
Trenton, New Jersey 08625

Booklet begins with historical introduction and continues with nature of work, requirements, working conditions and benefits of oil burner installation and service man. On-the-job training and apprenticeship programs, technical and training schools are described. Also gives information on unions and outlook for future. Although written for New Jersey residents, most information is general and not limited to that state.

11.006 **TITLE:** Electrical-Appliance Repairman (No. 30)

DATE: 1973 **PAGES:** 4
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Mississippi Employment Security Commission
P.O. Box 1699
Jackson, Mississippi 39205

Job description and working conditions of electrical-appliance repairman included in occupational guide. On-the-job training described. Aimed at Mississippi residents, information on wages, employment opportunities and advancement, training and licensing may differ in other states.

11.006 **TITLE:** Household-Appliance Repairman (No. 29)

DATE: 1973 **PAGES:** 5
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Mississippi Employment Security Commission
P.O. Box 1699
Jackson, Mississippi 39205

Written for Mississippi residents, descriptive job information is applicable to all states. Primarily male-oriented, booklet is unexciting in presentation but factual. Written in non-technical language, this guide describes job ladders within the career field. Further sources of information, along with advantages and disadvantages of the occupation are not included.

11.006 **TITLE:** Your Career as an Appliance Service Technician

DATE: 1971 **PAGES:** 13
PRICE: $.10 **READING LEVEL:** III

SOURCE: Association of Home Appliance Manufacturers
20 North Wacker Drive
Chicago, Illinois 60606

Included in this pamphlet is information introducing this career, review of its present state and future potential, preparation and training, and salary. Places of employment and training in government agencies and the armed forces is cited. Sources of further information listed.

11.009 **TITLE:** Automobile-Body Repairman (No. 33)

DATE: 1971 **PAGES:** 6
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Mississippi Employment Security Commission
P.O. Box 1699
Jackson, Mississippi 39205

Good presentation of the duties of an automobile-body repairman, working conditions, methods of entry, physical and educational requirements. Wages, promotional opportunities and employment outlook also given. Job ladder included. Although written for Mississippi residents, information applies throughout the country.

11.012 TITLE: Automobile Mechanic

DATE: 1970 PAGES: 2
PRICE: Single Copy Free READING LEVEL: III

SOURCE: Missouri Department of Labor and
Industrial Relations
Division of Employment Security
P.O. Box 59
Jefferson City, Missouri 65101

Good presentation of the duties, working conditions, earnings, requirements for entry and employment outlook for a career as an automobile mechanic. Aimed at residents of the greater St. Louis area, general information applies to other locales.

11.015 TITLE: Outboard Motor Mechanic (No. 32)

DATE: 1971 PAGES: 6
PRICE: Single Copy Free READING LEVEL: II

SOURCE: Mississippi Employment Security Commission
P.O. Box 1699
Jackson, Mississippi 39205

Work performed by an outboard motor mechanic is described as are working conditions and hazards, methods of hiring and physical requirements. Special mention given to hiring handicapped. Education, training, wages, hours, benefits and promotional opportunities also discussed. Pamphlet presents information for all interested in this occupation; it is not limited to residents of Mississippi.

11.018 **TITLE:** Bowling Machine Mechanics (No. 58)

DATE: 1973 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** III

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Pamphlet gives complete and well-organized review of nature of a bowling machine mechanic, conditions of work, expected salary and opportunities for advancement. Educational and experiential preparation for this career is also discussed. Sources of additional information noted.

11.021 **TITLE:** Office Machine Serviceman (No. 28)

DATE: 1973 **PAGES:** 5
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Mississippi Employment Security Commission
P.O. Box 1699
Jackson, Mississippi 39205

Well-organized and complete job description covering places of employment, working conditions and methods of entry. Sections on education, necessary training and other specific information (promotional opportunities, employment outlook, etc.) are included. Career ladders included.

11.021 **TITLE:** Typewriter Serviceman (No. 364)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Occupational brief discusses various types of typewriter servicemen and covers small repairs shops and large typewriter companies that service their own machines under contract. Working conditions, salary, hours, training requirements, methods of entry, advancement possibilities, outlook, advantages and disadvantages are discussed. Bibliography included.

11.027 **TITLE:** Diesel Mechanic (No. 125)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Occupation of diesel mechanic defined. Work performed discussed in detail. Working conditions, training methods (work, correspondence courses, armed forces, public and private trade and vocational schools), and licensing discussed. Salary, hours, places of employment, and personal attributes mentioned. Bibliography included.

11.033 **TITLE:** A Career in Agri-mechanization...A Career of Double Reward

DATE: 1973 **PAGES:** 6
PRICE: No Charge **READING LEVEL:** II

SOURCE: Farm and Industrial Equipment Institute
410 North Michigan Avenue
Chicago, Illinois 60611

Brief information is given on various areas of the farm and industrial career field with emphasis on potential growth opportunities. A source providing such information is listed; the piece should be supplemented with more detailed information.

11.039 **TITLE:** Employment Outlook for Instrument Repairmen (No. 1700-93)

DATE: 1972 **PAGES:** 6
PRICE: $.10 **READING LEVEL:** III

SOURCE: Superintendent of Documents
Washington, D.C. 20402

Discussion of nature of the work, places of employment and training qualifications of instrument repairmen included in this booklet. Also covered are employment outlook, earnings and working conditions. Several pages listing other careers in the "Employment Outlook" series included.

11.039 **TITLE:** Instrument Repairman (No. 79)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Ins.
Moravia, New York 13118

Thorough description of the work performed by an instrument repairman included in this career brief. Information on the working conditions, personal requirements (physical and mental), training, earnings and hours also given. The outlook is reviewed and additional sources of information are listed.

11.042 **TITLE:** The Golden Touch

DATE: 1974 **PAGES:** 3
PRICE: Not Given **READING LEVEL:** II

SOURCE: Retail Jewelers of America, Inc.
10 Rooney Circle
West Orange, New Jersey 07052

A well-paid career, employment is available in sales, management and design, repair work, watchmaking and other crafts. High school education needed. Technical, mechanical and designing skills acquired at vocational or trade schools.

11.042 **TITLE:** The Golden Touch

DATE: 1970
PAGES: 18
PRICE: Not Given
READING LEVEL: III

SOURCE: Retail Jewelers of America, Inc.
10 Rooney Circle
West Orange, New Jersey 07052

Excellent presentation of the duties, working conditions, advantages, and economic opportunities in the jewelry business. Includes information on different jobs in jewelry such as sales, crafts and management.

11.063 **TITLE:** Central Office Repairman

DATE: 1970
PAGES: 2
PRICE: Single Copy Free
READING LEVEL: III

SOURCE: Missouri Department of Labor and
Industrial Relations
Division of Employment Security
Box 59
Jefferson City, Missouri 65101

Brief gives a short overview of central telephone office repairman and provides basic information. The brief reviews the nature of the work, related careers, requirements for entry (high school diploma), salary and advancement possibilities. It is best used when supplemented with more detailed information.

11.063 **TITLE:** Telephone Industry Technicians (No. 195)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Brief gives information on installation and repair workers; central office crafts workers; line, cable, and conduit crafts workers. Excellent information on working conditions, earnings and employment. Training personal requirements, and salary discussed. Related occupations and bibliography listed.

11.064 **TITLE:** Telephone Installers and Repair Workers (No. 359)

DATE: 1974 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Information on telephone installers and repair workers describes types of repair workers (telephone and PBX private branch exchange installers), working conditions, physical and personality requirements, and earnings. Additional sources of information listed and opportunities for women and minority groups noted.

11.069 **TITLE:** Telephone Industry Technicians (No. 195)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Brief gives information on installation and repair workers; central office crafts workers; line, cable and conduit crafts workers. Excellent information on working conditions, earnings, and employment. Training, personal requirements, and salary discussed. Related occupations and bibliography listed.

11.072 **TITLE:** Television Service and Repairman (No. 18)

DATE: 1973 **PAGES:** 4
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Mississippi Employment Security Division
P.O. Box 1699
Jackson, Mississippi 39205

Although aimed at Mississippi residents this brief has information of interest to all exploring a career as a television service and repairperson. Information on job duties, places of employment, hazards, methods of entry, training requirements and wages are given. A career ladder is included.

11.075 **TITLE:** Occupational Outlook for Truck and Bus Mechanics
DATE: 1972 **PAGES:** 4
PRICE: No Charge **READING LEVEL:** III

SOURCE: American Trucking Association, Inc.
1616 P Street, N.W.
Washington, D.C. 20036

Pamphlet has excellent information on work conditions and details of work performed. Requirements for employment and references for more information are listed. Training, personal attributes and advancement are stressed. Employment outlook included.

11.078 **TITLE:** Vending Machine Mechanic (Career Summary S-94)

DATE: 1974 **PAGES:** 2
PRICE: $.20 **READING LEVEL:** III

SOURCE: Careers, Inc.
Largo, Florida 33540

Brief gives clear overview of vending machine mechanic and describes duties, physical requirements, aptitudes, salaries and working conditions. Related careers also noted.

11.078 **TITLE:** Vending Machine Repairman (and Operator) (No. 313)

DATE: 1973
PRICE: $.35
PAGES: 4
READING LEVEL: III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Review of the history of vending machines and business today is presented in this booklet. Definition of the career, work performed, working conditions and places of employment are given. Training opportunities and personal requirements included.

11.099 **TITLE:** Electrical Repairman (No. 58)

DATE: 1969
PRICE: No Charge
PAGES: 12
READING LEVEL: III

SOURCE: New Jersey Division of Planning and Research
Labor and Industry Building
P.O. Box 359
Trenton, New Jersey 08625

Good presentation of work duties, places of employment, personal and educational requirements, salaries and opportunities for advancement as an electrical repairman. Brief also includes information on training, vocational programs, and unions. Some information (salaries, unions) may apply to New Jersey only.

11.099 **TITLE:** The Electronics Service Technician

DATE: 1972 **PAGES:** 4
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Consumer Electronics Group/
Electronics Industries Association
2001 Eye Street, N.W.
Washington, D.C. 20006

Outlines training necessary for this career and emphasizes the growth potential of the field. Description of the career given along with easy-to-understand flow charts of the field's potential and the technician's growth pattern in the career. Most useful with supplementary materials.

11.099 **TITLE:** Lawn Mower Repairman (No. 31)

DATE: 1973 **PAGES:** 4
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Mississippi Employment Security Commission
P.O. Box 1699
Jackson, Mississippi 39205

Guide gives good detailed information on job description, working conditions, physical and educational requirements and promotions. Information on employment outlook, salaries and unions included. Some data is only applicable to the state of Mississippi.

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11.099 **TITLE:** Lineman (Heat, Power, Light) (No. 109)

DATE: 1973
PRICE: $.35
PAGES: 4
READING LEVEL: III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

This brief gives a thorough outline of construction, maintenance and tower linemen. Training methods, physical and educational requirements, hours, wages, opportunities for women, advancement and future staffing needs are included. Brief bibliography listed.

11.099 **TITLE:** Marine Mechanics and Repairman (No. 281)

DATE: 1974
PRICE: $.35
PAGES: 4
READING LEVEL: III

SOURCE: Chronicle Guidance Publication, Inc.
Moravia, New York 13118

Definition and history of marine mechanic and repairperson given in detail. Lengthy description of work performed, as well as working conditions, training and personal qualifications are included. Methods of entry, advancement and employment outlook also covered.

12.000 **TITLE:** Jobs in Retailing (No. 353)

DATE: 1973 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Mademoiselle Magazine
Box 3389
Grand Central Station
New York, New York 10017

Using a case study approach, this reprint outlines in a highly personalized manner descriptions of retailing jobs through the examination of successful women in the field. Duties, methods of entry, advancement possibilities, and expected salaries are depicted. Organizational charts of department store divisions and merchandising organization are included.

12.000 **TITLE:** Opportunity is Retailing

DATE: 1968 **PAGES:** 15
PRICE: $.30 **READING LEVEL:** II

SOURCE: National Retail Merchants Association
100 West 31st Street
New York, New York 10001

Introduction presents retailing as "a challenge, choice, chance and career". Describes different facets of retailing including merchandising, store operations, control and credit, sales promotion and others. Very good style used to present ways to enter profession for college and high school graduates.

12.000 **TITLE:** Careers in Business

DATE: 1972 **PAGES:** 31
PRICE: $1.00 **READING LEVEL:** III

SOURCE: National Business Education Association
1201 Sixteenth Street, N.W.
Washington, D.C. 20036

Discusses types of business occupations and careers, opportunities available, preparation needed and qualifications which must be met. Careers in automatic data processing, clerical and secretarial occupations, management, marketing and distribution, bookkeeping, accounting, teaching and as a business owner are discussed.

12.000 **TITLE:** Careers in Retailing

DATE: 1971 **PAGES:** 32
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: Ohio State Council of Retail Merchants
71 East State Street
Columbus, Ohio 43215

This booklet describes the vast variety of careers in the retail industry and gives a description of over forty occupations. Occupations in advertising, display, office and clerical, skilled crafts and other areas are among those covered. Each brief job review offers a definition and description of the work and glosses required education and salary levels.

12.000 **TITLE:** Popeye and Business and Office Careers

AUTHOR: Joe Gill
DATE: 1973 **PAGES:** 30
PRICE: $.25 **READING LEVEL:** I

SOURCE: King Features
235 East 45th Street
New York, New York 10017

Review of business and office occupations: receptionist, typist, file clerk, stenographer, office machine operator, computer-related occupations, systems analyst, actuary and accountant. Educational preparation, work setting and duties and economic outlook included. Job entrance and salary not discussed. Sex-stereotyping of occupations throughout.

12.000 **TITLE:** Popeye and Marketing and Distribution Careers

AUTHOR: Joe Gill
DATE: 1973 **PAGES:** 32
PRICE: $.25 **READING LEVEL:** I

SOURCE: King Features
235 East 45th Street
New York, New York 10017

Comic book gives an overview of the marketing and distribution field and covers a large number of career areas. Salespeople, cashiers, window display workers, insurance agents, and copywriters are among those careers covered. It should be supplemented by materials of more depth in specific career areas for greater clarity.

12.010 **TITLE:** Employment Outlook for Automobile Salesmen (No. 1700-59)

DATE: 1972 **PAGES:** 3
PRICE: $.10 **READING LEVEL:** II

SOURCE: Superintendent of Documents
Washington, D.C. 20402

Work and working conditions of an automobile salesperson described in detail. Educational preparation, on-the-job training, salary and employment outlook are also covered. Extensive listing of other occupations in the "Occupational Outlook Reprint" included.

12.010 **TITLE:** In Planning Your Future, Look First at the Retail Automotive Business
DATE: 1972 **PAGES:** 39
PRICE: No Charge **READING LEVEL:** II

SOURCE: General Motors Corporation
Public Relations
3044 West Grand Boulevard
Detroit, Michigan 48202

A description of the retail automotive business. Job specialties and advancement possibilities detailed for body service and sales departments. Working conditions, salary expectations and benefits indicated. Suggested reference materials and a dealer job organization chart included.

12.010 **TITLE:** Your Career in the Retail Automobile Business

DATE: 1973 **PAGES:** 28
PRICE: No Charge **READING LEVEL:** III

SOURCE: National Automobile Dealers Association
2000 K Street, N.W.
Washington, D.C. 20006

Good presentation of job opportunities in the automobile business. These jobs include service, parts, sales and management. Booklet also discusses earning potential and qualifications needed. List of state and local automobile dealer associations throughout the country included.

12.020 **TITLE:** Buyer (No. 95)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Brief discusses fully a buyer's career, including relevant information on working conditions, hours, wages, personal and educational requirements. Employment outlook and further sources of information are also given.

12.020 TITLE: Buyers (No. 284)

DATE: 1974 PAGES: 4
PRICE: $.49 READING LEVEL: II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Occupational brief cites the history of buying for retail sales. Also described is the work involved, requirements and training necessary. Sections are included on getting started and advancement. Earnings, hours and advantages and disadvantages are included. Pamphlet portrays women in this occupation.

12.020 TITLE: Purchasing As a Career

DATE: 1973 PAGES: 26
PRICE: Single Copy Free READING LEVEL: III

SOURCE: National Association of Purchasing Management
11 Park Place
New York, New York 10007

Accurate, but sex-stereotyped picture of the purchasing field. Emphasizes importance of purchasing in the company's structure. Aimed at college-bound young men, in-depth coverage of careers in all facets of purchasing are given, including growth potential, personal rewards, salaries, responsibilities, and education required.

12.025 **TITLE:** Automobile Service Station Attendant

DATE: 1970 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
P.O. Box 59
Jefferson City, Missouri 65101

Brief describes nature of the work, working conditions, employment outlook, earnings, requirements for entry and advancement for automobile service station attendants. Although written for residents of the greater St. Louis area, most information is general and applies to other areas.

12.025 **TITLE:** Service Station Workers (No. 60)

DATE: 1974 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** II

SOURCE: Science Research Association, Inc.
259 East Erie Street
Chicago, Illinois 60611

Pamphlet gives history of service stations and describes the nature of the work today. Work duties, training requirements and information on getting started are cited. Earnings and advancement also discussed. Good description given of the ultimate goal of becoming an independent businessman.

12.030 **TITLE:** Career Opportunities in Property-Liability Insurance

DATE: 1972 **PAGES:** 15
PRICE: No Charge **READING LEVEL:** III

SOURCE: American Mutual Insurance Alliance
20 North Wacker Drive
Chicago, Illinois 60606

Booklet examines different careers in the insurance business. They include underwriters, claim adjusters, data processing, salesmen and accountants. Information is given on nature of the job, responsibilities and personal and educational requirements.

12.030 **TITLE:** Insurance Salesman (No. 63)

DATE: 1969 **PAGES:** 12
PRICE: No Charge **READING LEVEL:** III

SOURCE: New Jersey Division of Planning and Research
Labor and Industry Building
P.O. Box 359
Trenton, New Jersey 08625

Very good presentation of the nature of the work, places of employment, personal and education requirement for insurance salespeople. Working conditions, wages and opportunities for advancement are given. It also includes information on licensing requirements and unions. Written for New Jersey residents, some information (licensing, unions) applies only in New Jersey.

12.030 TITLE: A Life Career

DATE: Not Given
PRICE: Not Given
PAGES: 17
READING LEVEL:

SOURCE: Institute of Life Insurance
277 Park Avenue
New York, New York 10017

Insurance career fields such as actuary, auditing, claims, electronics, investment analysis, personnel, research, sales, and underwriting are explored in this pamphlet. Duties, qualifications and career expectations for these careers are included. The underlying theme of the material is that the insurance field is broad and far more comprehensive than portrayed popular stereotypes.

12.030 TITLE: Life Insurance Agent (No. 218)

DATE: 1974
PRICE: $.35
PAGES: 4
READING LEVEL: III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Career brief presents a thorough overview of the insurance underwriter. All facets of career interest are examined. Particular attention is paid to work duties and available training opportunities. Various salary gradations are discussed.

12.045 **TITLE:** Real Estate (No. 60)

DATE: 1974 **PAGES:** 2
PRICE: $.50 **READING LEVEL:** III

SOURCE: Alumnae Advisory Center, Inc.
541 Madison Avenue
New York, New York 10022

Brief review of real estate salespeople describes wide selection of work duties, beginning and advanced jobs and employers. Education, credentials, personality types, and other information sources listed. Salary, entrance methods, and employment outlook not included.

12.045 **TITLE:** Real Estate Agent (Career Summary S-58)

DATE: 1973 **PAGES:** 2
PRICE: $.20 **READING LEVEL:** III

SOURCE: Careers, Inc.
Largo, Florida 33540

Career brief is thorough despite its brevity. Duties and training, as well as occupational outlook are discussed. Licensing requirements and salary are covered but emphasis is placed on the personal and emotional attributes needed for success in this field.

12.045 TITLE: Real Estate Salesman (No. 69R)

DATE: 1972 **PAGES:** 10
PRICE: No Charge **READING LEVEL:** II

SOURCE: New Jersey Division of Planning and Research
Labor and Industry Building
P.O. Box 359
Trenton, New Jersey 08625

Booklet describes the nature of the work, giving a broad view of the responsibilities of a real estate salesperson. Although aimed at New Jersey residents, this booklet provides information on working conditions, wages, entry requirements, licensing and advancement possibilities that are of interest to all exploring careers in this field.

12.050 TITLE: Retail Salespeople (No. 239)

DATE: 1974 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** II

SOURCE: Science Research Associates
259 East Erie Street
Chicago, Illinois 60611

This literature gives a history of the sales field and different types of jobs and duties that salespeople perform. Advancement, working conditions, earnings, educational and work experience, and future demands are also given.

12.050 **TITLE:** Sales Clerk

DATE: 1970 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
Box 59
Jefferson City, Missouri 65101

Although aimed at persons in the St. Louis area, this brief contains basic, helpful information to all exploring the occupation of sales clerk. Information is provided on the nature of work, earnings, entry requirements (high school), hazards, and opportunities for advancement.

12.050 **TITLE:** Sales Clerk and Salesperson (No. 64)

DATE: 1970 **PAGES:** 9
PRICE: No Charge **READING LEVEL:** III

SOURCE: New Jersey Division of Planning and Research
Labor and Industry Building
P.O. Box 359
Trenton, New Jersey 08625

Good presentation of the nature of the work, places of employment, personal and educational requirements of a salesclerk. Working conditions, salaries, and benefits also described. Information provided on educational opportunities, advancement and outlook.

12.050 TITLE: Salesman, General

DATE: 1970 PAGES: 2
PRICE: Single Copy Free READING LEVEL: III

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
P.O. Box 59
Jefferson City, Missouri 65101

Brief lists some of the duties of general retail salespeople, discusses desirable educational prerequisites and salaries. Places of employment, working conditions, and employment outlook are also glossed.

12.050 TITLE: Salesperson, House to House (Direct Selling) (No. 136)
DATE: 1974 PAGES: 4
PRICE: $.35 READING LEVEL: III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Booklet describes selling, the nature of the job, and different selling methods. Training programs, working conditions, hours and earnings are all discussed. Personal and educational requirements are also given. Helpful high school courses and a bibliography are listed.

12.055 TITLE: Salesman - Driver (Job Guide Series)

DATE: 1973 PAGES: 3
PRICE: No Charge READING LEVEL: II

SOURCE: New Jersey Division of Planning and Research
Labor and Industry Building
P.O. Box 359
Trenton, New Jersey 08625

This brief gives a thorough review of a salesman-driver's duties. While aimed at New Jersey residents, brief includes basic information important to all exploring the field. The entry requirements usually include a high school diploma. Information is provided on wages, working conditions, duties, advantages and disadvantages of this career area.

12.065 TITLE: Salesman, Wholesale Trade (No. 202)

DATE: 1973 PAGES: 4
PRICE: $.35 READING LEVEL: II

SOURCE: Chronicle Guidance, Publications, Inc.
Moravia, New York 13118

This career brief thoroughly discusses the career of wholesale trade salesmen, and gives detailed information on the nature of the job, emphasizing positive and negative aspects. Information is also given on entry requirements (high school education is a minimum), salaries, outlook, advancement possibilities, and related occupations.

12.099 **TITLE:** Auctioneer (No. 102)

DATE: 1973 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** II

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Review of career of auctioneer describes requirements, duties and scope of profession, including training, employment opportunities, character and aptitude demanded. Real estate, livestock, and other types of auctions described. Listing of schools specializing in auctioneering and other information sources given.

12.099 **TITLE:** Careers in Memorial Counseling

AUTHOR: Eric Marmorek and Gertrude Goldman
DATE: 1968 **PAGES:** 7
PRICE: $1.00 **READING LEVEL:** III

SOURCE: B'nai B'rith Career and Counseling Services
1640 Rhode Island Avenue, N.W.
Washington, D.C. 20036

Pamphlet gives a history of the modern cemetery and the role of a memorial counselor. Qualifications and requirements are stated along with the advantages and disadvantages. Job opportunities and opportunities for advancement are discussed.

12.099 TITLE: How Does the Food Broker Serve You?

DATE: 1973 PAGES: 2
PRICE: Not Given READING LEVEL: I

SOURCE National Food Brokers Association
1916 M Street, N.W.
Washington, D.C. 20036

General description of a food broker's position includes definition of occupation, gloss of work duties, importance to community, advantages and disadvantages, and history. Necessary training, job experience or means of entering field, and salary omitted.

12.099 TITLE: Merchandising Salesman (Food Broker)

DATE: 1973 PAGES: 2
PRICE: No Charge READING LEVEL: II

SOURCE: National Food Brokers Association
1916 M Street, N.W.
Washington, D.C. 20036

Adequate review of nature of job, requirements, methods of entrance, opportunities for advancement, pay, benefits and employment outlook in the food brokerage field.

12.099 TITLE: Your Career in Wholesale Distribution

DATE: 1969 PAGES: 8
PRICE: $.30; Single Copy Free to schools READING LEVEL: III
SOURCE: National Association of Wholesale-Distributors
1725 K Street, N.W.
Washington, D.C. 20006

Booklet stresses economic importance and implications of a career in wholesaling. Career benefits compared with those in manufacturing and retailing. Industry's growth is underlying theme. Pictures illustrate ordering merchandise, receiving stock, customer services, shipping, materials handling, storage, sales, assembling and accounting.

13.000 **TITLE:** New Careers - Real Jobs and Opportunity for the Disadvantaged (No. 427)
AUTHOR: Fred Powledge
DATE: 1973 **PAGES:** 24
PRICE: $.35 **READING LEVEL:** II

SOURCE: Public Affairs Pamphlet
381 Park Avenue South
New York, New York 10016

Booklet defines "new careers" as a field that has recently emerged in human services for the disadvantaged, careers such as nonprofessionals and subprofessionals. Different sections are devoted to the work involved, model career ladder, description of programs, government support and why these jobs are needed.

13.000 **TITLE:** Popeye and Hospitality and Recreation Careers

AUTHOR: Joe Gill
DATE: 1973 **PAGES:** 34
PRICE: $.25 **READING LEVEL:** I

SOURCE: King Features
235 East 45th Street
New York, New York 10017

Overview of jobs in hospitality and recreation careers: hotel and motel work, projectionists, travel agents, athletes, park and forest rangers, and others. Brief work descriptions and requirements/qualifications noted, but salary range, advancement and methods of job entrance are not. Jobs for women emphasized.

13.000 **TITLE:** Popeye and Public Services Careers

AUTHOR: Joe Gill
DATE: 1973 **PAGES:** 32
PRICE: $.25 **READING LEVEL:** III

SOURCE: King Features
235 East 45th Street
New York, New York 10017

Comic book gives general information on careers including policemen, firemen, librarians, teachers, religious leaders, the armed forces, nursing, sanitation, public utilities and other civil service occupations. Good for stimulating interest, but other sources should be used for more detailed information.

13.100 **TITLE:** Popeye and Personal Service Careers

AUTHOR: Joe Gill
DATE: 1973 **PAGES:** 30
PRICE: $.25 **READING LEVEL:** I

SOURCE: King Features
235 East 45th Street
New York, New York 10017

Comic book offers introductory information to personal service careers and outlines training requirements, duties, and personal characteristics required for careers in this field. It includes information on barbers, cosmetologists, health salon workers, veterinarians, day care workers, chauffeurs and counselor psychologists.

13.105 TITLE: Barber (No. 38)

DATE: 1973 PAGES: 4
PRICE: Single Copy Free READING LEVEL: II

SOURCE: Mississippi Employment Security Commission
P.O. Box 1699
Jackson Mississippi 39205

Review of barbering profession in state of Mississippi, but of information to all interested in entering the barbering profession. Job description, working conditions and hazards, methods of entry, physical and emotional attributes, training, licensing and unions, wages and hours, promotional opportunities, and employment outlook included.

13.105 TITLE: Barber

DATE: 1970 PAGES: 2
PRICE: Single Copy Free READING LEVEL: III

SOURCE: Missouri Department of Labor and
Industrial Relations
Division of Employment Security
P.O. Box 59
Jefferson City, Missouri 65101

Presentation of nature of the work, working conditions, earnings, entry requirements, opportunities for advancement and employment outlook for the barbering profession. Of interest to all interested in pursuing this career, although written for those in the greater St. Louis area.

13.105 **TITLE:** A Profitable Career in Barbering and Men's Hairstyling Awaits You

DATE: 1971 **PAGES:** 8

PRICE: $.10 **READING LEVEL:** II

SOURCE: National Career Center
3839 White Plains Road
Bronx, New York 10467

Pamphlet reviews the history of barbering and compares it with modern trends. Nature of work discussed as well as training and age requirements. Job satisfaction is also touched. Insert listing barbering schools in all states is included.

13.110 **TITLE:** Beautician (No. 68R)

DATE: 1972 **PAGES:** 10

PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: New Jersey Division of Planning and Research
Labor and Industry Building
P.O. Box 359
Trenton, New Jersey 08625

Although this piece was written for New Jersey residents, information of interest to all exploring the career area of beautician is included. Booklet reviews advantages and disadvantages, requirements, training necessary for entry, hours, wages, opportunities for advancement, employment outlook and training cost. Sources of additional information for New Jersey residents included.

13.110 **TITLE:** Beauty Operators (No. 112)

DATE: 1973 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Work duties and settings, preparation, licensing, salary, personal attributes, advantages and disadvantages of beauty operators are included in this occupational brief. Additional information sources listed.

13.110 **TITLE:** Cosmetologist (No. 17)

DATE: 1973 **PAGES:** 5
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Mississippi Employment Security Commission
P.O. Box 1699
Jackson, Mississippi 39205

Good overview of a cosmetologist's duties included in the pamphlet. General information on working conditions, hazards, methods of entry, hiring practices, physical and educational requirements, wage, promotional opportunities, outlook and licensing requirements are included.

13.110 **TITLE:** Cosmetologist (No. 7)

DATE: 1974 | **PAGES:** 4
PRICE: $.35 | **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Brief offers concise, easy to read data. Highlights include salary, training, hours and work performed. Contains special section on the career field for men and a bibliography.

13.110 **TITLE:** Hairdressing and Cosmetology

DATE: 1972 | **PAGES:** 8
PRICE: Not Given | **READING LEVEL:** II

SOURCE: National Beauty Career Center
3839 White Plains Road
Bronx, New York 10467

Pamphlet describes history of beauty culture and its modern trends. Nature of work, different jobs and advancement possibilities discussed. Training and education are explained. A flow chart of salon jobs for the licensed hairdresser is included.

13.125 **TITLE:** Laundry Industry Workers (No. 175)

DATE: 1974 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Specific occupations and jobs related to the laundry industry are described as a complete production line. Requirements, advancement, earnings and benefits are listed. A favorable employment outlook, with limited education needed for hiring, makes this brief especially appropriate for the person with little education.

13.125 **TITLE:** Machine Presser (No. 66)

DATE: 1970 **PAGES:** 11
PRICE: Single Copy Free **READING LEVEL:** I

SOURCE: New Jersey Division of Planning and Research
Labor and Industry Building
P.O. Box 359
Trenton, New Jersey 08625

Occupation of machine presser is viewed in terms of history, duties, requirements, outlook, unions and salary. A listing of source addresses for further information and locations of New Jersey Rehabilitation Commission offices are attached. Written for New Jersey residents, pamphlet offers information useful to all considering this occupation.

13.125 **TITLE:** Your Future and the Fabric Care Industry

DATE: 1974 **PAGES:** 12
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: International Fabricare Institute
P.O. Box 940
Joliet, Illinois 60434

Description of the fabric care (dry cleaning and laundry) industry includes job entrance, opportunity for advancement growth and modern techniques used in this industry. A major portion of booklet discusses each aspect of the industry (sales, office, marketing, etc.) and describes the job, helpful education and employee attributes. Discussion of owning an establishment and its advantages included.

13.205 **TITLE:** Basic Facts About Military Life (No. R909)

DATE: 1973 **PAGES:** 8
PRICE: $.15 **READING LEVEL:** III

SOURCE Careers, Inc.
Largo, Florida 33540

Basic information given on requirements, promotions, allowances, and leave in the armed forces. Military pay scales chart is included. Branches covered include Air Force, Coast Guard, Navy and Army.

13.205 **TITLE:** Begin as an Executive: Women's Army Corps

DATE: 1970 **PAGES:** 30
PRICE: No Charge **READING LEVEL:** II

SOURCE: Army Opportunities
Department 400
Hampton, Virginia 23369

This detailed booklet is aimed at young women college graduates. Specific information is given in history, responsibilities, training, salaries, promotion opportunities, benefits, etc. It is written as recruitment material.

13.205 **TITLE:** Coast Guard Officer (Career Summary S-88)

DATE: 1974 **PAGES:** 2
PRICE: $.20 **READING LEVEL:** II

SOURCE: Careers, Inc.
Largo, Florida 33540

Background of Coast Guard given. Duties, work conditions and settings, educational and personal qualifications, salary, benefits and disadvantages discussed. Further information sources included.

13.205 **TITLE:** Report: Basic Facts About Military Service

DATE: 1974
PRICE: No Charge
PAGES: 64
READING LEVEL: III

SOURCE: High School News Service
Director
Building 1-B
Great Lakes, Illinois 60088

This book is a comprehensive collection of facts concerning all divisions of military service. Basic descriptions of each are given with chapters devoted to information on pay scales, women in armed forces commissioning programs, benefits, etc. Very detailed and informative.

13.205 **TITLE:** Today's Army Wants to Join You

DATE: 1972
PRICE: No Charge
PAGES: 19
READING LEVEL: I

SOURCE: United States Army
Department of the Army
Headquarters United States Army Recruiting Command
Hampton, Virginia 23369

Very impressive and encouraging booklet describes benefits, salaries and types of jobs available in the Army. Locations and options are given. Advantages for women, specific information for high school and college graduates included. Many photographs.

13.215 **TITLE:** FBI Career Opportunities

DATE: 1971 **PAGES:** 9
PRICE: No Charge **READING LEVEL:** III

SOURCE: Federal Bureau of Investigation
9th and Pennsylvania Avenue, N.W.
Washington, D.C. 20535

Career opportunities in the FBI for special agents, clerical workers, translators, photographers, radio maintenance technicians, and laboratory workers are outlined. Entry requirements and salary included. Provides general information on work hours, advancement and benefits.

13.225 **TITLE:** Employment Outlook for Guards and Watchmen (No. 2901-0793)
DATE: 1972 **PAGES:** 3
PRICE: $.10 **READING LEVEL:** II

SOURCE: Superintendent of Documents
Washington, D.C. 20402

Includes information on the nature of the job of guards and watchmen, depending on the size and type of employment setting. Describes training and personal qualifications required, employment prospects through the 70's, salary range and benefits. Varied work conditions, including night shift and hours, are considered.

13.235 **TITLE:** A Career in Law Enforcement

DATE: 1972 **PAGES:** 16
PRICE: $.25 **READING LEVEL:** II

SOURCE: American Federation of Police
1100 N.E. 125th Street
North Miami, Florida 33161

Guidebook with chapters on all phases of police work describes federal law enforcement agencies, state, county and municipal police. List of requirements and training information on code of ethics and the American Federation of Police is provided. Photographs included depict duties performed.

13.235 **TITLE:** Patrolman (No. 39)

DATE: 1973 **PAGES:** 5
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Mississippi Employment Security Commission
P.O. Box 1699
Jackson, Mississippi 39205

This pamphlet describes a career as a police officer. Included are methods of entrance in the profession, education and training, working conditions, salaries, employment outlook and promotional opportunities. Written for Mississippi residents but of help to all interested in this career.

13.235 **TITLE:** Patrolman

DATE: 1970 **PAGES:** 3
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
P.O. Box 59
Jefferson City, Missouri 65101

Occupational guide written for Missouri residents lists the working conditions, nature of work and employment outlook. Earnings, requirements for entry and opportunities for advancement are also given.

13.235 **TITLE:** Patrolman (No. 72)

DATE: 1971 **PAGES:** 11
PRICE: No Charge **READING LEVEL:** III

SOURCE: New Jersey Division of Planning and Research
Labor and Industry Building
P.O. Box 359
Trenton, New Jersey 08625

Informative pamphlet defines occupation, lists work duties, qualifications, salary, entrance methods, advancement possibilities and employment outlook. Organized topically. Written for New Jersey residents, pamphlet offers thorough description of this occupation for all interested.

13.235 TITLE: Police (No. 54)

DATE: 1974 PAGES: 4
PRICE: $.49 READING LEVEL: II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

This brief discusses a policeman's career including history, training requirements, employment outlook, salary, advancement possibilities and working conditions. Advantages and disadvantages of the field are noted as well as career opportunities for women. Additional sources of information included.

13.235 TITLE: Police Officer (No. 4)

DATE: 1973 PAGES: 4
PRICE: $.35 READING LEVEL: III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

This article gives an excellent description of the police officer (below the rank of sergeant) at work. Duties are described along with education, salaries, work conditions, and advancement. Opportunities for women, related occupations and a bibliography are included.

13.240 **TITLE:** Probation Officer (Career Summary S-92)

DATE: 1974 **PAGES:** 2
PRICE: $.20 **READING LEVEL:** II

SOURCE: Careers, Inc.
Largo, Florida 33540

Career summary describes the role of probation officer, and the duties involved. Working conditions and personal qualifications are given. Education requirements are discussed along with hours and earnings. Employment outlook reviewed.

13.245 **TITLE:** State Highway Patrolman (No. 191)

DATE: 1973 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Career brief fully describes the nature of work of a highway patrolman. Negative and positive careers aspects and a review of situations (such as accidents and violence) encountered are considered. The career is open to those without higher education and information is included on training, salaries, advancement, future need and related occupations.

13.250 TITLE: Treasury Enforcement Agent

DATE: 1972 PAGES: 20
PRICE: Single Copy Free READING LEVEL: II

SOURCE: United States Secret Service
Personnel Division
1800 G Street, N.W.
Washington, D.C. 20223

Careers as enforcement agents in the U.S. Department of the Treasury are explored. Job responsibilities described for: alcohol, tobacco, and firearms special investigators; Bureau of Customs special agents; internal security inspectors; special agents; Secret Service special agents. Details given on education and physical requirements, training and development programs, salary and advancement opportunities, fringe benefits. Listing of recruitment offices given.

13.250 TITLE: U.S. Secret Service, Department of the Treasury
DATE: 1973 PAGES: 3
PRICE: No Charge READING LEVEL: III

SOURCE: United States Secret Service
Personnel Division
1800 G Street, N.W.
Washington, D.C. 20223

Pamphlet presents a description of special agents' responsibilities, persons agents are authorized to protect, physical and educational requirements and method of appointment. Also gives information on training, opportunities for promotion and benefits.

13.299 **TITLE:** Compliance Investigator Positions

DATE: 1973 **PAGES:** 2
PRICE: No Charge **READING LEVEL:** III

SOURCE: United States Department of Justice
Drug Enforcement Administration
1405 I Street, N.W.
Washington, D.C. 20223

Brief explains the nature of the job, job location, pay, personal and educational requirements for a career as a compliance investigator with the Drug Enforcement Administration. Qualifications for the job and Federal Service entrance examination locations throughout the country are given.

13.299 **TITLE:** Detectives (Investigators) (No. 274)

DATE: 1974 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Career brief offers a thorough discussion of responsibilities of a detective or investigator, presents the field's advantages and disadvantages. Training requirements, advancement, work setting and employment outlook are delineated. Sources of additional information are included.

13.299 **TITLE:** Intelligence Professions

DATE: 1974 **PAGES:** 24
PRICE: No Charge **READING LEVEL:** III

SOURCE: Central Intelligence Agency
Office of Personnel
Ames Center Building
1820 North Fort Meyer Drive
Arlington, Virginia 22209

Booklet discusses the intelligence profession and the responsibilities of the Central Intelligence Agency. Career training programs are discussed. General information, salaries, benefits and academic fields of interest to the Central Intelligence Agency are included. Final section describes how to apply.

13.299 **TITLE:** Special Agent Positions - Drug Enforcement Administration

DATE: 1973 **PAGES:** 2
PRICE: No Charge **READING LEVEL:** III

SOURCE: Department of Justice
Drug Enforcement Administration
1405 I Street, N.W.
Washington, D.C. 20223

The administration's view of taking a hard line in conquering drug abuse is reflected in this brief. Explicit qualifications required of special agents are included. Information is given on training, salaries, job location, and a review of work duties in this critical career field.

13.300 **TITLE:** Foreign Service Careers (B-93)

DATE: 1974 **PAGES:** 7
PRICE: $.35 **READING LEVEL:** III

SOURCE: Careers, Inc.
Largo, Florida 33540

Government brief contains job descriptions, duties and educational requirements for careers in the foreign service. Included are foreign service officer, foreign service staff, foreign service reserve officer and foreign service information officer. Working conditions, salaries, employment outlook and advancement possibilities are mentioned.

13.300 **TITLE:** A New Dimension in Taxation

DATE: 1972 **PAGES:** 24
PRICE: No Charge **READING LEVEL:** II

SOURCE: Internal Revenue Service
Washington, D.C. 20224

List of careers with the Internal Revenue Service presented in this booklet. Included are agent, revenue officer, special agent, tax auditor, and internal auditor. Nature of the job, educational qualifications, training and career development, promotional opportunities and salary are listed for each career.

13.320 **TITLE:** Assignment Worldwide with the United States Department of State

DATE: 1971 **PAGES:** 12

PRICE: No Charge **READING LEVEL:** II

SOURCE: United States Department of State
Division of Employment
Washington, D.C. 20520

Basic duties, qualifying standards, areas of assignment, financial and health benefits are detailed for positions in the Communications Center of the Foreign Service: communications and records assistants and communications technicians. Additional background information is also provided concerning housing, shipment of personal belongings, and application procedures.

13.435 **TITLE:** The Challenge of Urban Planning

DATE: 1970 **PAGES:** 8

PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: American Institute of Planners
917 15th Street, N.W.
Washington, D.C. 20005

Brochure thoroughly discusses the career of an urban planner and is aimed at the individual planning at least some college work. While discussing the training, work settings, salary, opportunities for advancement and responsibilities, the brochure also addresses other issues inherent in this career field: conditions of our cities, land development in suburban areas and public participation in the future growth of cities.

13.435 **TITLE:** Why Not Be An Urban Planner? (No. 49)

DATE: 1970 **PAGES:** 8
PRICE: $.10 **READING LEVEL:** III

SOURCE: Superintendant of Documents
Washington, D.C. 20402

Leaflet outlines the career of an urban planner and is geared to women. Aimed at those with or pursuing a master's degree in planning. Other career requirements including personal characteristics, salaries, job locations and further sources of information are also given.

13.499 **TITLE:** County Agricultural Agent (Career Summary S-108)

DATE: 1974 **PAGES:** 2
PRICE: $.20 **READING LEVEL:** III

SOURCE: Careers, Inc.
Largo, Florida 33540

This material gives a brief description of a county agricultural agent. Working duties and conditions, educational and personal qualifications, as well as salary are included. Further information sources are listed.

13.500 **TITLE:** Careers in Jewish Community Organization

AUTHOR: Charles Zibbell
DATE: 1972 **PAGES:** 20
PRICE: $1.00 **READING LEVEL:** III

SOURCE: B'nai B'rith Career and Counseling Services
1640 Rhode Island Avenue, N.W.
Washington, D.C. 20036

Pamphlet describes history of this career, functions in the community, specific duties, educational requirements and positions available. Job entry, schools and further sources of information given. Extensive bibliography included.

13.500 **TITLE:** Employment Opportunities: The American National Red Cross
DATE: 1973 **PAGES:** 7
PRICE: No Charge **READING LEVEL:** III

SOURCE: American Red Cross
615 North St. Asaph Street
Alexandria, Virginia 22314

Well-detailed pamphlet describes positions available with the American Red Cross on the national level. Salary range, job functions, educational and experiential requirements outlined for service at military installations, military hospitals, disaster preparedness and relief, health professions, and clinical positions. Addresses for further information and applications included. Questions and answers regarding employment by the Red Cross attached. Type and format of pamphlet exceedingly easy to read.

13.500 **TITLE:** Popeye and Consumer and Homemaking Careers

AUTHOR: Joe Gill
DATE: 1973 **PAGES:** 33
PRICE: $.25 **READING LEVEL:** I

SOURCE: King Features
235 East 45th Street
New York, New York 10017

Comic book covers dietitians, food technologists, home economists, apparel industry jobs, chemists, upholsterers, kitchen employees, private household workers, interior decorators, hotel managers, TV and radio repairmen and others. Work duties, settings, qualifications and personal attributes included. Importance to community emphasized.

13.520 **TITLE:** Careers in the Cantorate

AUTHOR: S. Mendelson, S. Rosenbaum
DATE: 1969 **PAGES:** 11
PRICE: $1.00 **READING LEVEL:** III

SOURCE: B'nai B'rith Career and Counseling Services
1640 Rhode Island Avenue, N.W.
Washington, D.C. 20036

Booklet describes the history of the cantor and his role today. Education and training discussed. Information on student aids included. Mention is made of the advantages and disadvantages, work load and employment outlook. Bibliography listed.

13.520 **TITLE:** Careers in the Rabbinate

DATE: 1969 **PAGES:** 14
PRICE: $1.00 **READING LEVEL:** II

SOURCE: B'nai B'rith Career and Counseling Services
1640 Rhode Island Avenue, N.W.
Washington, D.C. 20036

Booklet discusses the challenge and rewards of a career as a rabbi. Duties, qualifications, training and responsibilities are all explained. Sections are included describing financial assistance, placement and opportunities. Other sources of information included.

13.520 **TITLE:** Church Occupations and Voluntary Service

DATE: 1973 **PAGES:** 56
PRICE: $.40 **READING LEVEL:** II

SOURCE: The United Methodist Church
Board of Higher Education and Ministry
P.O. Box 871
Nashville, Tennessee 37202

Booklet describes varied avenues of church occupations including ministers, christian education, music directors, evangelism, administrators, secretaries, religious health and welfare services, missionaries, religious journalism, media work, voluntary services, etc. Covering a wide variety of educational requirements, student aid resources and training programs are listed for all levels and most occupations.

13.520 **TITLE:** If Anyone Would Be First

DATE: 1969
PRICE: Not Given
PAGES: 8
READING LEVEL: III

SOURCE: Lutheran Church in America
Vocational Services
231 Madison Avenue
New York, New York 10016

Publication outlines qualifications, education and training required for the ministry. Earnings and benefits also included. Good supplemental source listings.

13.520 **TITLE:** Opportunities for Service: Professional Church Careers for the Layman

DATE: 1969
PRICE: Not Given
PAGES: 9
READING LEVEL: III

SOURCE: Lutheran Church in America
Vocational Services
231 Madison Avenue
New York, New York 10016

This pamphlet is a general introduction to the various careers involved with the church (in particular, the Luthern church). Career opportunities for laymen in the parish are discussed. Deacons, missionaries, health services, social work and college teaching also included. No specific information on salaries or working conditions given.

13.525 TITLE: Camp Counselor (No. 283)

DATE: 1974 PAGES: 4
PRICE: $.49 READING LEVEL: II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

This brief devotes considerable space to focusing on personality traits camp counselors need, as well as discussing their duties and salary. Advancement and the future of this career field are discussed briefly.

13.525 TITLE: A Career Helping Children

DATE: 1971 PAGES: 5
PRICE: Not Given READING LEVEL: I

SOURCE: National Commissions for Social Work Careers
345 East 46th Street
New York, New York 10017

Child Welfare League of America
67 Irving Place
New York, New York 10003

Overview of child welfare social worker. Work duties, qualifications, educational preparation, emotional demands mentioned. Entrance methods, work settings and salary range not included. Need for more people in this field emphasized.

13.525 **TITLE:** Careers in Senior Centers

DATE: 1973 **PAGES:** 4
PRICE: No Charge + Postage **READING LEVEL:** III

SOURCE: National Council on the Aging, Inc.
1828 L Street, N.W.
Washington, D.C. 20036

This pamphlet presents brief sketches of various careers in work with the aged. Individual, group, and community services senior centers offer are glossed. The nature of the pamphlet is introductory. Few details on requirements, salaries, duties, etc. are given.

13.525 **TITLE:** Careers in Vocational Service in Jewish Agencies

AUTHOR: Ronald S. Kaiser
DATE: 1969 **PAGES:** 19
PRICE: $1.00 **READING LEVEL:** III

SOURCE: B'nai B'rith Career and Counseling Services
1640 Rhode Island Avenue, N.W.
Washington, D.C. 20036

Pamphlet covers aspects of educational and vocational guidance with emphasis on serving the Jewish community. Fields of specialization, including vocational and educational development, rehabilitation, psychometry, and administration are briefly presented. Personal and educational requirements, opportunities for women, a list of professional organizations and a bibliography are included.

13.525 **TITLE:** Medical Social Worker

DATE: 1972 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Health Career Program
P.O. Box 4387
Madison, Wisconsin 53711

Paper gives good information on the type of work, personal and educational qualifications required of a medical social worker. Information on opportunities and salaries is vague. All educational institutions listed are located in Wisconsin.

13.525 **TITLE:** Put Yourself in Her Place: A Career in Social Work

DATE: 1969 **PAGES:** 5
PRICE: No Charge **READING LEVEL:** I

SOURCE: American National Red Cross
615 North St. Asaph Street
Alexandria, Virginia 22314

Gloss of social work in the American Red Cross includes work duties and conditions, credentials and methods of entrance. Salary, advancement possibilities, employment outlook, advantages and disadvantages omitted.

13.525 **TITLE:** Social Work in the Veterans Administration (No. 10-56)

DATE: 1970 **PAGES:** 12
PRICE: No Charge **READING LEVEL:** III

SOURCE: Veterans Administration
Forms and Publications Depot
2625 Shirlington Road
Arlington, Virginia 22206

This booklet, aimed at those with social work credentials, is a recruitment piece for the Veterans Administration. Accurate information is given on the nature of work, a social worker's responsibilities, wages, benefits, and advancement opportunities.

13.525 **TITLE:** Social Worker (No. 84)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Good presentation of social workers including caseworker, community organizer, researcher, service aide and service technician. Working conditions, personal requirements, employment outlook, advancement opportunities, and earnings are also mentioned.

13.525 **TITLE:** Social Worker, Psychiatric (Career Summary S-102)

DATE: 1974 **PAGES:** 2
PRICE: $.20 **READING LEVEL:** III

SOURCE: Careers, Inc.
Largo, Florida 33540

This brief concisely and thoroughly presents the job duties and working conditions of a psychiatric social worker. Emphasis is placed on the need for a graduate degree. Hiring outlook, working conditions, and salaries are discussed briefly. Good sources for further information listed.

13.525 **TITLE:** Unlock the Power of Human Resources Through Social Work with Groups

DATE: 1972 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: National Association of Social Workers, Inc.
1425 H Street, N.W.
Suite 600
Washington, D.C. 20005

Brochure introduces the profession of social work by explaining the job. Examples of social workers in action are given, including group services. Discussion of educational requirements and places to write for information on financial aid presented. Many pictures included.

13.525 **TITLE:** Unlocking Human Resources (No. 458)

AUTHOR: Patricia W. Soyka
DATE: 1971 **PAGES:** 24
PRICE: $.35 **READING LEVEL:** II

SOURCE: Public Affairs Pamphlets
381 Park Avenue South
New York, New York 10016

Importance of social work to the community emphasized. Career ladder, opportunities and the emerging potential for non-college graduates discussed. Realistic supply and demand information and sources of further career information reviewed. Rewards and growth potential noted. Emphasis on recruitment of minorities.

13.535 **TITLE:** Fact Sheet on Homemaker-Home Health Aide Service
DATE: 1974 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: National Council For Homemaker-Home Health Aide Services
67 Irving Place, 6th Floor
New York, New York 10003

Brief descriptive information given in outline form. History of organization, description of services and clients reviewed. No mention of training, salaries, or qualifying requirements, if any.

13.535 TITLE: Home Economist (No. B-97)

DATE: 1974 PAGES: 7
PRICE: $.35 READING LEVEL: III

SOURCE: Careers, Inc.
Largo, Florida 33540

Excellent career brief describes duties, working conditions personal and educational requirements, employment outlook, earnings and advancement of home economists. The brief also includes information on educational opportunities and related careers.

13.535 TITLE: Home Economists (No. 6)

DATE: 1974 PAGES: 4
PRICE: $.49 READING LEVEL: II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Home economics occupations in education, government, business, and education reviewed noting work duties and setting, personal attributes, salary, preparation, methods of job entry, and employment outlook. Variety and flexibility of this occupation emphasized. Opportunities for men mentioned. Additional information sources included.

13.535 **TITLE:** A Job/Career Study (Home Economics)

DATE: 1970 **PAGES:** 64
PRICE: $.50 **READING LEVEL:** III

SOURCE: Future Homemakers of America
2010 Massachusetts Avenue, N.W.
Washington, D.C. 20036

Twenty-four home economics students contributed articles concerning home economics careers to compile this booklet. People interviewed hold jobs ranging from grillman to magazine editor to consumer information director. Articles describe an average day in each person's life, as well as give a general review of the position and its responsibilities. Editors add information on salaries, sources of information, and personal considerations.

13.535 **TITLE:** Jobs for You: It's Happening in Home Economics

MEDIA: Filmstrip **PRICE:** $19.50 (previews permitted)
DATE: 1972 **TIME:** 14 minutes

SOURCE: Guidance Associates
41 Washington Avenue
Pleasantville, New York 10570

Filmstrip surveys child development, clothing and textile, food and hotel service occupations. Interviews people actually working at these jobs. Workers voice opinions on qualifications needed, advantages and disadvantages of these positions. Filmstrip depicts home economics occupations as readily accessible to all races and both sexes. Extremely effective presentation includes record or cassette with enhancing narrative.

13.540 **TITLE:** Recreation (No. 22)

DATE: 1972 **PAGES:** 2
PRICE: $.50 **READING LEVEL:** III

SOURCE: Alumnae Advisory Center
541 Madison Avenue
New York, New York 10022

Job fact sheet reviews jobs in recreation work and therapy, including academic preparation, beginning and advanced jobs, employers, personal attributes and duties. Employment outlook, salary, advantages and disadvantages not discussed. Further information sources given.

13.545 **TITLE:** Make Your Life Count Through a YMCA Career

DATE: 1969 **PAGES:** 6
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: Young Men's Christian Association
Human Resources Department
291 Broadway
New York, New York 10007

All aspects of a lifetime career in recreation with the YMCA are included, from personal characteristics required to growth potential within the field. Background requirements are given stressing the generalist-humanist nature of those seeking careers in the YMCA.

13.545 **TITLE:** Careers in Senior Centers

DATE: 1973 **PAGES:** 4
PRICE: No Charge + Postage **READING LEVEL:** III

SOURCE: National Council on the Aging, Inc.
1828 L Street, N.W.
Washington, D.C. 20036

This pamphlet presents brief sketches of various careers in work with the aged. Individual, group, and community services senior centers offer are glossed. The nature of the pamphlet is introductory. Few details on requirements, salaries, duties, etc. are given.

13.545 **TITLE:** A Professional Career in Boys' Club Work

DATE: 1971 **PAGES:** 5
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Boys' Club of America
771 First Street
New York, New York 10017

Pamphlet gives brief information on specific boys' club careers and includes personal attributes, general responsibilities, and qualifications. Aimed at the college bound seeking a professional career. Further information sources given.

13.545 **TITLE:** Recreation (No. 22)

DATE: 1972 **PAGES:** 2
PRICE: $.50 **READING LEVEL:** III

SOURCE: Alumnae Advisory Center
541 Madison Avenue
New York, New York 10022

Job fact sheet reviews jobs in recreation work and therapy, including academic preparation, beginning and advanced jobs, employers, personal attributes and duties. Employment outlook, salary, advantages and disadvantages not discussed. Further information sources given.

13.545 **TITLE:** A Recreation Job That Counts

DATE: 1969 **PAGES:** 7
PRICE: No Charge **READING LEVEL:** II

SOURCE: American National Red Cross
17th and D Streets, N.W.
Washington, D.C. 20006

Leaflet scans the duties of an American Red Cross hospital recreation worker. Travel and housing benefits stressed. Little information concerning job specifics included. Address of further sources of information noted.

13.550 **TITLE:** Rehabilitation Therapists in the Veterans Administration (No. 10-106)

DATE: 1969 **PAGES:** 16

PRICE: No Charge **READING LEVEL:** III

SOURCE: Veterans Administration
Forms and Publications Depot
2625 Shirlington Road
Arlington, Virginia 22206

This booklet contains information of interest to all exploring the career field of rehabilitation therapist. Primarily a recruitment piece for the VA. Nature of the work, qualifications, salaries, entry information and places of employment included.

13.599 **TITLE:** Church Occupations and Voluntary Service

DATE: 1973 **PAGES:** 56

PRICE: $.40 **READING LEVEL:** II

SOURCE: The United Methodist Church
Board of Higher Education and Ministry
P.O. Box 871
Nashville, Tennessee 37202

Booklet describes varied avenues of church occupations including ministers, christian education, music directors, administrators, secretaries, religious health and welfare services, missionaries, religious journalism, media work, voluntary services, etc. Covering a wide variety of educational requirements, student aid resources and training programs are listed for all levels and most occupations.

13.599 **TITLE:** Director of Volunteer Services in Hospitals and Other Health Care Institutions (AHA Health Careers Series No. 9)
DATE: 1970 **PAGES:** 3
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: American Hospital Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Short presentation of the career of director of volunteer services. It outlines responsibilities, qualifications, educational background, and salary for this occupation.

13.599 **TITLE:** Peace Corps: One Part of ACTION

DATE: 1972 **PAGES:** 22
PRICE: No Charge **READING LEVEL:** III

SOURCE: ACTION
812 Connecticut Avenue, N.W.
Washington, D.C. 20525

Booklet describes the history, purpose and goals of the Peace Corps. Thorough information on eligibility, application, benefits, and work is given. Very good discussion of volunteer work overseas. Maps of different geographical areas illustrate Peace Corps locations, positions available and programs in progress.

13.599 **TITLE:** Vista: One Part of ACTION

DATE: 1972 **PAGES:** 20
PRICE: No Charge **READING LEVEL:** II

SOURCE: ACTION
812 Connecticut Avenue, N.W.
Washington, D.C. 20525

Included is a complete discussion of skills required, duties, compensation and purpose of the program. Areas of work covered include architecture, education, business, and legal services. This booklet details the Volunteers in Service to America (VISTA) portion of ACTION.

13.599 **TITLE:** What Will Summer Do For You?

DATE: 1970 **PAGES:** 8
PRICE: No Charge **READING LEVEL:** I

SOURCE: Girl Scouts of the United States of America
830 Third Avenue
New York, New York 10022

Pamphlet gives brief descriptions of job opportunities for adult women with training for summer employment in the Girl Scouts. Most appealing to women seeking career reentry opportunities.

13.599 **TITLE:** YMCA Director (Career Summary S-95)

DATE: 1974 **PAGES:** 2
PRICE: $.20 **READING LEVEL:** III

SOURCE: Careers, Inc.
Largo, Florida 33540

This brief gives an overview of the duties and responsibilities of a YMCA director. Also highlighted are personal qualifications, education, working conditions, earnings, and occupational outlook. An additional source of information is given.

13.599 **TITLE:** Service Representative (Public Utilities) (No. 270)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** II

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Pamphlet describes the wide use of public utilities and work performed by a sales representative for different utilities (gas, telephone, water, etc.). Explains working conditions, training requirements and personal qualifications. Lists all specific information on earnings and hours, with special mention given to methods of entry, social and psychological factors.

13.650 **TITLE:** A New Dimension in Taxation

DATE: 1972 **PAGES:** 24
PRICE: No Charge **READING LEVEL:** II

SOURCE: Internal Revenue Service
Washington, D.C. 20224

List of careers with the Internal Revenue Service that include agent, revenue officer, special agent, tax auditor, and internal auditor. For each career, the nature of the job, educational qualifications, training and career development, promotional opportunities and salary are listed.

13.700 **TITLE:** Careers for Youth in the Food Service Industry

DATE: Not Given **PAGES:** 10
PRICE: Not Given **READING LEVEL:** II

SOURCE: National Restaurant Association
1530 North Lake Shore Drive
Chicago, Illinois 60610

This informative booklet describes the food service industry in general. Specific careers in the industry are listed utilizing a career ladder format based on training or educational levels. Although education beyond high school is stressed, career opportunities for those without higher education are listed.

13.700 TITLE: Your Career in the Lodging Industry

DATE: 1973 PAGES: 32
PRICE: No Charge READING LEVEL: II

SOURCE: American Hotel and Motel Association
Educational Institute
Kellogg Center
Michigan State University
East Lansing, Michigan 48823

Booklet combines crisp factual writing with unique graphics, and gives a refreshing overview of the lodging industry. Detailed information is given on opportunities, career levels, job duties, entry requirements, training and specific careers within the field.

13.715 TITLE: Baker (Career Summary S-76)

DATE: 1974 PAGES: 2
PRICE: $.20 READING LEVEL: III

SOURCE: Careers, Inc.
Largo, Florida 33540

Career summary is a brief description of the career including duties, working conditions, personal qualifications and training necessary. Earnings, hours and employment outlook are also discussed. List of related careers included.

13.715 **TITLE:** Chef (No. 59)

DATE: 1974 **PAGES:** 2
PRICE: $.50 **READING LEVEL:** III

SOURCE: Alumnae Advisory Center, Inc.
541 Madison Avenue
New York, New York 10022

Work duties, employers, physical and emotional attributes are listed. Disadvantages, hours, beginning and advanced jobs mentioned. Salary, employment outlook and advancement possibilities are omitted. Further information sources listed.

13.715 **TITLE:** Cook

DATE: 1970 **PAGES:** 3
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: Missouri Department of Labor and
Industrial Relations
Division of Employment Security
P.O. Box 59
Jefferson City, Missouri 65101

Aimed at residents of the St. Louis area, pamphlet offers information to those pursuing a career as cook. Detailed description of work duties given. Places of employment, training, qualifications, method of entry and advancement, earning and working conditions, union affiliation, and employment outlook included.

13.725 **TITLE:** Exterminator (Pest Control Operator) (No. 372)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Exterminating procedures and tasks at different sites described. Earnings, physical and personality requirements noted, as well as training and preparation for job entry and advancement. safety precautions emphasized. Related occupations listed.

13.725 **TITLE:** Pest Control Technician

DATE: Not Given **PAGES:** 2
PRICE: Not Given **READING LEVEL:** I

SOURCE: National Pest Control Association
250 West Jersey Street
Elizabeth, New Jersey 07207

Narrative pamphlet contains information on type of work and conditions, education requirements, and advancement possibilities for a pest control technician. Information briefly presented; pamphlet should be supplemented with more detailed material.

13.730 **TITLE:** Counterman - Lunchroom or Coffee Shop
(Countergirl)
DATE: 1970 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: Missouri Department of Labor and
Industrial Relations
Division of Employment Security
P.O. Box 59
Jefferson City, Missouri 65101

Basic information is provided on those working behind a lunchroom or coffee shop counter, though in-depth discussion is limited. Information is given on nature of the work, training and basic qualifications, method of entry, earnings and advancement. Although written for residents of the greater St. Louis area, material is general and applies to other areas as well.

13.730 **TITLE:** Hospital Food Service Administrator
(AHA Health Careers Series No. 10)
DATE: 1972 **PAGES:** 3
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: American Hospital Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Written in the masculine, allusion is made to the fact that the hospital food service administrator may be male or female. Basic facts presented in unimaginative style. Job entry may be a result of varied jobs in food services but the administrator must obtain some education beyond a high school level.

13.735 **TITLE:** Mail Clerk

DATE: 1970 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
P.O. Box 59
Jefferson City, Missouri 65101

Includes good information on type of work, work conditions, training, physical and educational requirements. Salary information is applicable to St. Louis area.

13.740 **TITLE:** Waiter-Waitress (No. 60)

DATE: 1969 **PAGES:** 14
PRICE: No Charge **READING LEVEL:** II

SOURCE: New Jersey Division of Planning and Research
Labor and Industry Building
P.O. Box 359
Trenton, New Jersey 08625

This booklet clearly defines the waitress' and waiters' responsibilities, and gives information on duties, hours, wages, benefits, working conditions and training requirements. While aimed at New Jersey residents, the information is well presented and applicable to those in other states.

13.740 **TITLE:** Waiters and Waitresses (No. 1)

DATE: 1973 **PAGES:** 4
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Mississippi Employment Security Commission
P.O. Box 1699
Jackson, Mississippi 39205

This pamphlet covers in detail this career noting duties, hazards, wages, hours, fringe benefits and physical requirements. The fact that the specifics vary greatly, depending on the size and quality of the eating establishment, is constanly reiterated. Although written for residents of Mississippi, this pamphlet offers information useful to all considering this service occupation.

13.740 **TITLE:** Waitress - Waiter

DATE: 1973 **PAGES:** 9
PRICE: No Charge **READING LEVEL:** III

SOURCE: Idaho State Department of Employment
Research and Analysis Section
P.O. Box 7189
Boise, Idaho 83707

This guide very adequately describes this occupation giving personality requirements, nature of the job, as well as national and local employment outlook statistics. A four page insert gives specific information for Idaho residents, organized by Idaho state regions.

13.799 **TITLE:** Animal Keepers (No. 18)

DATE: 1972	**PAGES:** 4
PRICE: $.49	**READING LEVEL:** I

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

This clearly written brief uses a narrative technique to describe the nature of an animal keeper's duties and provide interesting and appealing information. In addition, education required (high school or less), salary, need, hours and advancement are discussed.

13.799 **TITLE:** Cellar Foreman (No. 264)

DATE: 1972	**PAGES:** 2
PRICE: No Charge	**READING LEVEL:** II

SOURCE: California Department of Human Resources Development
Human Relations Agency
800 Capital Mall
Sacramento, California 95814

Occupational guide includes general explanation of the job of cellar foremen. It touches on duties, working conditions, outlook, pay, promotion and how to prepare and enter the field. Other sources of information included.

13.799 TITLE: Enologist (No. 257)

DATE: 1972 PAGES: 3
PRICE: No Charge READING LEVEL: II

SOURCE: California Department of Human Resources Development
Human Relations Agency
800 Capital Mall
Sacramento California 95814

Job description of enologist includes review of work duties, noting occupation's seasonal fluctuation in work load. Working conditions, physical requirements, employment outlook, salaries and hours, educational training, methods of job entry and additional source listings also given.

13.799 TITLE: Futures Unlimited in Executive Housekeeping

DATE: 1973 PAGES: 10
PRICE: No Charge READING LEVEL: III

SOURCE: National Executive Housekeeping Association, Inc.
Business and Professional Building, Room 202
Second Avenue
Gallipolis, Ohio 45631

A brief overview of executive housekeeping in an institutional setting is given. Description of entrance requirements, responsibilities and employment conditions are included as well as the advantages and disadvantages of the field.

13.799 **TITLE:** Grocery Checker

DATE: 1970 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
P.O. Box 59
Jefferson City, Missouri 65101

Occupational guide on grocery checker includes job description, working conditions, employment outlook, earnings, entry requirements and opportunities for advancement. Information directed to those in the St. Louis region particularly in areas of salary, entry requirements, and advancement opportunities.

13.799 **TITLE:** Messenger

DATE: 1970 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
P.O. Box 59
Jefferson City, Missouri 65101

Occupational guide reviews the job of a messenger and gives detailed information on the type of work and working conditions. Educational requirements, and advancement opportunities are also mentioned. Salary information is applicable to the greater St. Louis area.

13.799 **TITLE:** Restaurant Host/Hostess (Career Summary S-77)

DATE: 1974 **PAGES:** 2
PRICE: $.20 **READING LEVEL:** III

SOURCE: Careers, Inc.
Largo, Florida 33540

Career summary gives a brief description of duties, working conditions, personal qualifications and training of the restaurant host or hostess. Information on earnings, hours and outlook are also given. Of special mention are sections on measuring interest and ability, and related careers.

13.799 **TITLE:** Travel Agency Workers (No. 100)

DATE: 1974 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** III

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Growth of the business is discussed including an explanation of the career itself. Description of kinds of travel agencies, duties involved, education, requirements and certification are included. Methods of job entrance also discussed.

13.799 TITLE: Travel Agent (No. 46)

DATE: 1973
PRICE: $.50

PAGES: 2
READING LEVEL: III

SOURCE: Alumnae Advisory Center
541 Madison Avenue
New York, New York 10022

This short flyer gives a thumbnail sketch of the duties of a travel agent. It lists the advancement system employers, and desirable education, but omits mention of pay or future personnel needs. Sources of further information included.

14.005 **TITLE:** Anthropologist (Career Summary S-101)

DATE: 1974 **PAGES:** 2
PRICE: $.20 **READING LEVEL:** III

SOURCE: Careers, Inc.
Largo, Florida 33540

Brief describes the work of anthropologists in the four fields of anthropology: archeology, linguistics, physical and cultural anthropology. Information given on working conditions, personal qualifications, educational requirements, earnings, and outlook of the profession.

14.005 **TITLE:** Archaeology as a Career

AUTHOR: John Howland Rowe
DATE: 1970 **PAGES:** 11
PRICE: No Charge **READING LEVEL:** III

SOURCE: Archaeological Institute of America
100 Washington Square East
New York, New York 10003

Lengthy article discusses an archeologist's duties and working conditions in the laboratory and field. The history and importance of this occupation are stressed. Gives a good review of the opportunities and education needed, stressing interest. Bibliography included.

14.010 **TITLE:** Business Economics Careers

DATE: 1968 **PAGES:** 15
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: National Association of Business Economists
Committee on Recruitment and Placement
888 17th Street, N.W.
Washington, D.C. 20006

Booklet uses narration to outline various fields in which an economist works, including manufacturing, transportation, investment, mining, etc. Educational requirements, salaries, and job opportunities are discussed. Sources of additional information listed.

14.010 **TITLE:** Economists in Agriculture, Business, Government and Rural Affairs
DATE: Not Given **PAGES:** 4
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: American Agricultural Economics Association
P.O. Box 3354
University Station
Laramie, Wyoming 82070

Pamphlet outlines the various levels of duties required of persons in agricultural economics and business occupations. Activities and services pertaining to sale of goods, management and administration, communication of activities, research and technical assistance are described. Continued expansion of career area emphasized in terms of opening fields and markets.

14.025 **TITLE:** Political Scientist (No. 119)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Definition and description of the career given in this review of a political scientist's work. A brief account of its history is also included. Work performed, places of employment, educational requirements and earnings are discussed as well. Sources of additional information and further reading are included.

14.030 **TITLE:** A Career in Psychology

DATE: 1970 **PAGES:** 16
PRICE: No Charge **READING LEVEL:** III

SOURCE: American Psychological Association
1200 17th Street, N.W.
Washington, D.C. 20036

A description of the field of psychology and its specialty areas, including occupational duties, are highlighted. Included are: graphs of proportion of psychologists working in each specialty area and employed in relevant work settings; employment outlook; American Psychological Association accredited doctoral programs in clinical and counseling psychology; additional information sources.

14.030 TITLE: Professional Opportunities in the Veterans Administration for Psychologists (Clinical or Counseling) (No. 05-44)

DATE: 1970 PAGES: 4
PRICE: No Charge READING LEVEL: III

SOURCE: Veterans Administration
Forms and Publications Depot
2625 Shirlington Road
Arlington, Virginia 22206

This pamphlet describes clinical and counseling psychology programs. Psychological aides, technicians and professionals, requirements for each and government salary levels discussed. Benefits are cited and advantages of work in the Veterans Administration are given. Nationwide network of VA hospitals is listed by state, emphasizing the variety and number of locations available for work in this field.

14.035 TITLE: Sociologist (No. 054)

DATE: 1974 PAGES: 6
PRICE: $.35 READING LEVEL: III

SOURCE: Careers, Inc.
Largo, Florida 33540

Explains the definition, duties and working conditions of a sociologist. Discussed in detail are the personal and educational requirements, earnings and advancement prospects found in this field.

14.035 TITLE: Sociologist (No. 316)

DATE: 1974
PRICE: $.35

PAGES: 4
READING LEVEL: III

SOURCE: Chronicle Guidance Publications, Inc.
Monrovia, New York 13118

This career brief, aimed at the individual seeking graduate training, thoroughly reviews the work performed as a sociologist and the specializations available. Educational requirements are given as well as educational opportunities. Personal qualifications, earnings, and future employment needs are outlined as well.

15.000 TECHNICAL SCIENCES

15.000 **TITLE:** Technical, Clerical and Trade Careers (No. 05-49)

DATE: 1970 **PAGES:** 9
PRICE: No Charge **READING LEVEL:** III

SOURCE: Veterans Administration
Forms and Publications Depot
2625 Shirlington Road
Arlington, Virginia 22206

Pamphlet reviews career opportunities available at high school or technical school education levels, and discusses staffing needs of VA hospitals. Information given on types of jobs available, duties, training, employers, salaries, benefits and entry procedures.

15.100 **TITLE:** Can I Be An Engineer?

DATE: 1972 **PAGES:** 20
PRICE: No Charge **READING LEVEL:** II

SOURCE: General Motors
Public Relations Staff
Detroit, Michigan 48202

The literature describes the history of engineering and gives an excellent explanation of the seven major fields of engineering: aeronautical, chemical, civil, electrical and electronic, industrial, mining, metallurgical and petroleum, mechanical. Preparation needed for the field and job functions are also presented.

15.100 **TITLE:** Careers In Engineering

AUTHOR: David R. Reyes-Guerra
DATE: 1972 **PAGES:** 26
PRICE: $1.00 **READING LEVEL:** II

SOURCE: B'nai B'rith Career and Counseling Services
1640 Rhode Island Avenue, N.W.
Washington, D.C. 20036

Pamphlet defines engineering, fields of specialization, and function of engineers. Lists educational requirements and schools with accredited programs. Covers basic salary opportunities for minority youth and women, and an extensive bibliography.

15.100 **TITLE:** Careers in Engineering (Vol. 71, No. 22)

DATE: 1971 **PAGES:** 24
PRICE: Not Given **READING LEVEL:** II

SOURCE: Purdue University
Office of the Dean of Engineering
Engineering Administration Building
West Lafayette, Indiana 47907

Although this booklet is recruitment literature for Purdue University's School of Engineering, it offers information for those interested in exploring the career field of engineering. The nature of the work is discussed as well as the preparation required and the importance of engineering to the community.

15.100 **TITLE:** What's It Like To Be An Engineer?

DATE: 1970 **PAGES:** 14
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: General Electric Company
Educational Relations
570 Lexington Avenue
New York, New York 10022

This pamphlet provides very brief descriptions of seven of more than 25 engineering specialty fields. Sources of further information are given but little mention is made of personal requirements, salaries or future demands. This piece best used to supplement others.

15.100 **TITLE:** Why Not Be An Engineer? (No. 41)

DATE: 1971 **PAGES:** 6
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: United States Department of Labor
Women's Bureau
Workplace Standards Administration
Washington, D.C. 20210

Overview of engineering fields, work settings, salary and academic credentials given. Personal attributes and entrance methods not included. Other information sources listed. Opportunities for women emphasized.

15.100 **TITLE:** Women in Engineering--Why Not?

DATE: 1972 **PAGES:** 17
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: Carnegie-Mellon University
School of Engineering
Pittsburgh, Pennsylvania 15213

Pamphlet combines general information with testamonies of women engineering students. Basically recruitment literature geared to college-bound high school women. Employment outlook, personal satisfaction, salaries emphasized. Should be used with other information.

15.110 **TITLE:** Agricultural Engineering and You

DATE: 1973 **PAGES:** 14
PRICE: $.15 **READING LEVEL:** III

SOURCE: American Society of Agricultural Engineers
2950 Niles Road
St. Joseph, Michigan 49085

Booklet examines the relationship of engineering to agriculture, major specialty areas, and kinds of positions held by agricultural engineers. Future trends in the field indicated by current research discussed. Courses of study noted.

15.110 **TITLE:** Did You Ever Wish You Could Change the World?

DATE: 1971 **PAGES:** 14
PRICE: $.50 **READING LEVEL:** III

SOURCE: The American Society of Agricultural Engineers
2950 Niles Road
St. Joseph, Michigan 49085

Career as an agricultural engineer and varied occupational responsibilities are explored. Future possibilities for scientific applications are predicted. Personality and educational requirements indicated.

15.110 **TITLE:** Wanted: More Women Engineers in Agricultural Engineering

AUTHOR: E. Paul Taiganides
DATE: 1970 **PAGES:** 3
PRICE: Not Given **READING LEVEL:** III

SOURCE: American Society of Agricultural Engineering
2950 Niles Road
St. Joseph, Michigan 49085

Appeal is made for more women to enter the field of agricultural engineering. Two women engineers describe their work. Data given on nature of agricultural engineering as well as several career areas within field. Further sources of information given.

15.120 TITLE: Career Opportunities in Ceramic Engineering

DATE: 1971	PAGES: 9
PRICE: Not Given	READING LEVEL: III

SOURCE: American Ceramic Society
Ceramic Educational Council
65 Ceramic Drive
Columbus, Ohio 43214

Booklet discusses areas in which ceramic engineers are employed. Ceramics and ceramic engineering are defined and applications of ceramics discussed. Lists of other publications and schools with accredited programs in ceramic science or engineering included.

15.120 TITLE: Ceramic Engineers (No. 204)

DATE: 1973	PAGES: 4
PRICE: $.49	READING LEVEL: II

SOURCE: Science Research Association, Inc.
259 East Erie Street
Chicago, Illinois 60611

Brief outline provided of importance of ceramics, their different forms and uses. History, requirements, education and training necessary to become a ceramics engineer are shown. Beginning jobs, advancement and salaries discussed.

15.130 **TITLE:** The Civil Engineer

DATE: Not Given **PAGES:** 2
PRICE: Not Given **READING LEVEL:** III

SOURCE: American Society of Civil Engineers
345 East 47th Street
New York, New York 10017

Leaflet scans civil engineer's role in environmental protection, transportation, housing and urban development, noting duties and educational preparation. Education and duties of a civil engineering technician and technologist also mentioned.

15.135 **TITLE:** Electrical and Electronics Engineering

DATE: 1973 **PAGES:** 7
PRICE: No Charge **READING LEVEL:** III

SOURCE: California State Polytechnic University, Pomona
3801 West Temple Avenue
Pomona, California 91768

This pamphlet briefly explains engineering and its duties, placing emphasis on the electrical-electronics engineer. Preparation and aptitudes, program schedule at California Polytechnic Institute and professional societies included. Opportunities for women engineers mentioned.

15.140 **TITLE:** Fire Protection Engineers (No. 254)

DATE: 1974 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Booklet describes opportunities for men and women in three basic areas of fire protection: research and product design, application, sales and insurance. Requiring various levels of educational attainment, there is a shortage of qualified workers in this area. Sources of additional information listed.

15.140 **TITLE:** Industrial Engineering, The Profession With a Future
DATE: Not Given **PAGES:** 14
PRICE: Not Given **READING LEVEL:** III

SOURCE: America Institute of Industrial Engineers, Inc.
25 Technology Park/Atlanta
Norcross, Georgia 30071

This pamphlet is aimed at high school students and discusses industrial engineering, advancement, salary and necessary educational training. Job opportunities within the field are mentioned, including plant design, systems engineering, and quality control.

15.145 **TITLE:** Marine Engineer (Career Summary S-322)

DATE: 1973 **PAGES:** 2
PRICE: $.20 **READING LEVEL:** II

SOURCE: Careers, Inc.
Largo, Florida 33540

Fact sheet is laden with pertinent information about career development in the field of marine science. Training requirements and schools that offer such programs are highlighted. Licensing levels are explained and benefits for each level are noted. Salary, hours, and related careers are mentioned.

15.145 **TITLE:** Marine Engineering

DATE: 1969 **PAGES:** 10
PRICE: $1.00 **READING LEVEL:** II

SOURCE: Junior Engineering Technical Society, Inc.
Sheridan Building
Springtown Road
Alpha, New Jersey 08865

Definition of the art-science of ship design, discussion of directions of interest of the potential naval architect and marine engineer, and colleges offering programs of study are indicated. The demand for new professionals and the emergence of women professionals in the field is emphasized.

15.145 **TITLE:** Naval Architect and Marine Engineer

DATE: 1973 **PAGES:** 5
PRICE: Not Given **READING LEVEL:** III

SOURCE: Society of Naval Architects and Marine Engineers
74 Trinity Place
New York, New York 10006

This literature gives a good definition of these careers and their work duties. Emphasis is placed on the need for more individuals in this field. No information on salary or advancement is given.

15.150 **TITLE:** Mechanical Engineer (No. 326)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Description given of the many branches of mechanical engineering. Importance of engineering is shown in relation to business, industry, and the community. Preparation for the field and a brief discussion of advancement is given. Bibliography is included.

15.155 **TITLE:** A Career in Metallurgy Will Extend Your Reach

DATE: 1971 **PAGES:** 24
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: American Society for Metals
Metals Park, Ohio 44073

Pamphlet describes work in materials science and engineering. Includes information on opportunities, salaries, how to prepare for this career and lists schools offering undergraduate programs. Opportunities for women noted.

15.155 **TITLE:** Career Opportunities in Metallurgy

DATE: 1971 **PAGES:** 14
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: American Society for Metals
Metals Park, Ohio 44073

Booklet is composed of several articles, each covering a different area of metallurgy. Personal and educational requirements, materials engineer, metallurgical research, nuclear energy, electrical and space technology are covered. The articles are primarily job descriptions.

15.155 **TITLE:** Careers in Metallurgy, Materials Science, and Metallurgical Engineering

DATE: 1973 **PAGES:** 10
PRICE: Not Given **READING LEVEL:** III

SOURCE: The Metallurgical Society of AIME
345 East 47th Street
New York, New York 10017

Thorough description provided of duties involved in metallurgical careers, emphasizing differences between physical and chemical metallurgy. Necessary educational and personal qualifications delineated. Methods of job entrance and future employment implications discussed. Extensive listings of reference materials provided, including information on available scholarships. Photographs stress the accessability of jobs for women.

15.160 **TITLE:** Engineering Careers in the Coal Industry

DATE: 1970 **PAGES:** 15
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: National Coal Association
Coal Building
1130 17th Street, N.W.
Washington, D.C. 20036

Educational booklet provides illustrations and explanations of the coal industry. Opportunities discussed and a chart of advancement paths includes high school and college curriculum. List of pertinent facts, including salary and entry methods, given. Booklet cover taken from maps of a coal mine.

15.160 TITLE: Mining Engineer (Career Summary S-90)

DATE: 1974 PAGES: 2
PRICE: $.20 READING LEVEL: II

SOURCE: Careers, Inc.
Largo, Florida 33540

Career summary introduces a mining engineer aspirant to duties and working conditions. Discusses personal qualifications, necessary education, earnings and hours involved performing this type of work. Employment outlook is noted along with sources of further information.

15.165 TITLE: Careers in Petroleum Engineering

DATE: 1973 PAGES: 18
PRICE: No Charge READING LEVEL: II

SOURCE: Society of Petroleum Engineers of the American Institute of Mining, Metallurgical and Petroleum Engineers
6200 North Central Expressway
Dallas, Texas 75206

Information on specific careers in petroleum engineering presented, noting general educational requirements, job duties, advancement possibilities, and employment outlook. Directed toward high school men planning college.

15.165 **TITLE:** Petroleum Engineers (No. 208)

DATE: 1973
PRICE: $.49
PAGES: 4
READING LEVEL: II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

History of oil industry given. General description of work of a petroleum engineer, requirements and education presented. Information on getting started and advancing is discussed. Salary, future outlook and suggested readings included.

15.199 **TITLE:** Careers in Photographic Science and Engineering

DATE: 1969
PRICE: Single Copy Free
PAGES: 8
READING LEVEL: III

SOURCE: Society of Photographic Scientists and Engineers
1330 Massachusetts Avenue, N.W.
Washington, D.C. 20005

This pamphlet gives a very general view of educational requirements and job qualifications in photographic engineering. No information presented on job outlook or salaries. Good supplemental source listing included.

15.199 **TITLE:** Consulting Engineering: A Career With a Future

DATE: 1971 **PAGES:** 14
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Consulting Engineers Council of the U.S.A.
1155 15th Street, N.W.
Washington, D.C. 20005

Designed to recruit students in this specialization of the engineering field, the booklet describes various jobs at which consulting engineers work. Salaries and hiring prospects are briefly described.

15.199 **TITLE:** Environmental Engineer (Career Summary S-109)

DATE: 1974 **PAGES:** 2
PRICE: $.20 **READING LEVEL:** III

SOURCE: Careers, Inc.
Largo, Florida 33540

Career summary reviews occupation of environmental engineer, emphasizing a description of work duties. Working conditions, personal qualifications, educational preparation and licensing, salary, hours and outlook included. Additional information sources listed.

15.199 **TITLE:** Hospital Engineer (AHA Health Careers Series No. 4)

DATE: 1972 **PAGES:** 3
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: American Hospital Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Supervisory responsibilities of the hospital engineer in maintaining the plant are described. Educational and personal requirements, entry job suggestions, and salary range included. Brochure is part of a series on careers by the American Hospital Association.

15.199 **TITLE:** Nuclear Engineer (No. 320)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Nature of nuclear engineering is examined in story form. Using a hypothetical example, all phases of the industry are examined. Educational requirements, salary, places of employment and employment opportunities are examined. In addition, related work and a list of suggested readings is included.

15.199 **TITLE:** What Is Engineering Technology?

DATE: 1972 **PAGES:** 5
PRICE: No Charge **READING LEVEL:** III

SOURCE: California State Polytechnic University,
Pomona
3801 West Temple Avenue
Pomona, California 91768

Aimed at students in the engineering field, this flyer describes theoretical and academic aspects of engineering technology and its sub-fields. Career specifics, such as salaries and work duties, are not covered.

15.200 **TITLE:** Careers for a Technological Age

DATE: Not Given **PAGES:** 20
PRICE: No Charge **READING LEVEL:** III

SOURCE: Newark College of Engineering
323 High Street
Newark, New Jersey 07102

This recruitment literature for the Newark College of Engineering offers good information describing several engineering areas. Career information is provided on the field of engineering, nature of the work and training information.

15.200 TITLE: What's It Like To Be A Technician?

DATE: 1971
PAGES: 14
PRICE: Single Copy Free
READING LEVEL: II

SOURCE: General Electric
Educational Relations
570 Lexington Avenue
New York, New York 10022

This booklet containing general information is aimed at the younger student but can be successfully used with adults, especially if supplemented with more specific information. It gives a brief overview of several fields requiring technicians' skills. Future need for technicians is stressed. Further sources of information are given.

15.205 TITLE: Assignment: Worldwide with the United States Department of State

DATE: 1971
PAGES: 12
PRICE: No Charge
READING LEVEL: II

SOURCE: United States Department of State
Washington, D.C. 20520

Basic duties, qualifying standards, areas of assignment, financial and health benefits are detailed for positions in the Communications Center of the Foreign Service: communications and records assistants and communications technicians. Additional background information is also provided concerning housing, shipment of personal belongings, and application procedures.

15.210 **TITLE:** Can I Be A Draftsman?

DATE: 1971 **PAGES:** 13
PRICE: No Charge **READING LEVEL:** II

SOURCE: General Motors
Public Relations Staff
Detroit, Michigan 48202

Well-written and organized booklet describes drafting and its different areas, from learning detailer to designer. Illustrations of designs are shown. Personal requirements and educational requirements given.

15.210 **TITLE:** A Drafting Career

DATE: 1971 **PAGES:** 8
PRICE: $.08 **READING LEVEL:** I

SOURCE: IPD Publishing Corporation
461 Park Avenue
New York, New York 10016

Review of drafting field using a comic book format gives accurate information and explores drafting. A career ladder clearly indicates where further training and experience leads. Training and work duties are glossed.

15.210 **TITLE:** Draftsman (No. 40)

DATE: 1972 **PAGES:** 6
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Mississippi Employment Security Commission
P.O. Box 1699
Jackson, Mississippi 39205

Excellent description of qualifications, working conditions, methods of entry and wages of draftsmen. Establishments where jobs can be found, physical requirements, education and training needed, employment outlook and promotional opportunities are included.

15.210 **TITLE:** Draftsman, Architectural

DATE: 1970 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment
P.O. Box 59
Jefferson City, Missouri 65101

Good summary of nature of work, working conditions, earnings, requirements for entry and advancement as an architectural draftsman. Employment outlook also included. Although written for those living in Missouri, information applies to other locales as well.

15.210 **TITLE:** Draftsman, Mechanical

DATE: 1970 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
P.O. Box 59
Jefferson City, Missouri 65101

Good summary of nature of the work, working conditions, earnings, requirements for entry and opportunities for advancement in the field of mechanical drafting. It also includes employment outlook. Material presents information useful to all interested in this career although it is written for residents of the greater St. Louis area.

15.215 **TITLE:** Chemical Laboratory Technician (No. 66)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronical Guidance Publications, Inc.
Moravia, New York 13118

A good explanation of chemical laboratory technicians' duties makes this job appear interesting and inviting. Education and training needed, as well as future outlook, salary, hours, and methods of entry included. Opportunities for women noted and bibliography listed.

15.215 **TITLE:** Chemical Labortory Technician (No. 56)

DATE: 1969 **PAGES:** 11
PRICE: No Charge **READING LEVEL:** III

SOURCE: New Jersey Division of Planning and Research
Labor and Industry Building
P.O. Box 359
Trenton, New Jersey 08625

The literature gives a good description of a chemical laboratory technician beginning with a history of the field. The nature of the work, training and education needed, advancement and wage scales are also presented. Although basically prepared for New Jersey residents, it may be used by others as well.

15.215 **TITLE:** A Different Career in Chemistry

AUTHOR: Kenneth Chapman
DATE: 1968 **PAGES:** 4
PRICE: No Charge **READING LEVEL:** III

SOURCE: American Chemical Society
1155 16th Street, N.W.
Washington, D.C. 20036

Biographies of four chemists offer a good description of duties, qualifications and prospects of a career as a chemical technician. Includes case studies, wages and educational requirements.

15.215 **TITLE:** Industrial Engineering Technician (No. 87)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

A brief description of the duties of industrial technicians and a list of job titles found in this career field are given. A good explanation of education and training needed is included as well. Personal qualifications, salary and working conditions also examined. List of further reading materials given.

15.215 **TITLE:** Instrumentation Technician (Career Summary S-85)

DATE: 1974 **PAGES:** 2
PRICE: $.20 **READING LEVEL:** III

SOURCE: Careers, Inc.
Largo, Florida 33540

Duties, working conditions and personal qualifications of an instrumentation technician are discussed in this career brief. Educational requirements and a list of technical schools offering programs are listed. Earnings, hours and future outlook are also described.

15.215 **TITLE:** The Metallurgical Engineering Technician

DATE: 1972 **PAGES:** 3
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: American Society for Metals
Metals Park, Ohio 44073

Article notes the importance of the field of metals and describes the role of metallurgical engineering technician. Opportunities, salaries and ways of entering the field discussed. Unlimited opportunity stressed. List of colleges and technical institutes given.

15.215 **TITLE:** What is Engineering Technology?

DATE: 1972 **PAGES:** 5
PRICE: No Charge **READING LEVEL:** III

SOURCE: California State Polytechnic University, Pomona
3801 [redacted] Temple Avenue
Pomona, California 91768

Aimed at students in the engineering field, this flyer describes theoretical and academic aspects of engineering technology and its sub-fields. Career specifics, such as salaries and work duties, are not covered.

15.225 **TITLE:** Food Science and Technology - A Career for You?

DATE: 1973 **PAGES:** 12
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Institute of Food Technologists
221 North LaSalle Street
Chicago, Illinois 60601

Variety of career opportunities and work settings in food science/technology are detailed. History, educational preparation and financial aid, personal qualities and hints for further exploration included.

15.235 **TITLE:** Careers in Surveying and Mapping

DATE: 1974 **PAGES:** 32
PRICE: No Charge **READING LEVEL:** III

SOURCE: American Congress on Surveying and Mapping
430 Woodward Building
733 15th Street, N.W.
Washington, D.C. 20005

Booklet provides a good description of the different careers in surveying and mapping. These include cartography, land engineering, photogrammetric surveying, aeronautical and nautical charting. Brief includes information on places of employment, salaries, and related careers.

15.235 **TITLE:** Surveyor (No. 221)

DATE: 1974 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** III

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Occupational brief defines the various types of surveyors and their specialities. Work performed, working conditions and licensing are described. Discusses educational and personal requirements necessary. Earnings and occupational outlook also given.

15.299 **TITLE:** Atomic Energy Technicians (Nuclear Technicians) (No. 315)

DATE: 1974 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** III

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Very good examination of different kinds of nuclear technicians. Duties, work conditions and requirements (general and educational) for employment in field discussed. Locations of work and increasing opportunities for women are included.

15.299 **TITLE:** Electronics Technicians (No. 155)

DATE: 1973 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** III

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

An excellent explanation about the field of the electronics technician is given. Literature elaborates on history, personal and educational qualifications, and variety of electronic technicians. Employment outlook also noted.

15.299 **TITLE:** Food Technologists (No. 215)

DATE: 1973 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** III

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

This occupational brief describes opportunities in the field of food technology. Sufficiently described are personal and educational requirements, salaries, and advancement possibilities. Getting started, future outlook and sources of additional information included.

15.299 **TITLE:** Hospital Engineer (AHA Health Careers Series No. 4)

DATE: 1972
PRICE: Single Copy Free
PAGES: 3
READING LEVEL: III

SOURCE American Hospital Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Supervisory responsibilities of the hospital engineer in maintaining the plant are described. Educational and personal requirements, job entry suggestions, and salary range included. Brochure is part of a series on careers by the American Hospital Association.

15.299 **TITLE:** Nuclear Technicians (Career Summary S-330)

DATE: 1974
PRICE: $.20
PAGES: 2
READING LEVEL: III

SOURCE: Careers, Inc.
Largo, Florida 33540

Importance of nuclear power, its place in the nation's progress, and as a public necessity are well noted. Education and training described, along with an explanation of working conditions. Places of employment, salary, and hours also mentioned.

16.000 **TITLE:** Popeye and Transportation Careers

AUTHOR: Joe Gill
DATE: 1973 **PAGES:** 32
PRICE: $.25 **READING LEVEL:** I

SOURCE: King Features
235 East 45th Street
New York, New York 10017

Comic book on transportation careers presents a broad overview of this occupational family. Among the occupations reviewed are those of mechanics, bus drivers, trackmen, and airport traffic controllers. Job duties and setting are shown, along with qualifications and importance to the community. Salaries are not given. It should be used in conjunction with more detailed materials.

16.100 **TITLE:** The People of the Airlines

DATE: 1974 **PAGES:** 3
PRICE: No Charge **READING LEVEL:** III

SOURCE: Air Transport Association of America
1709 New York Avenue, N.W.
Washington, D.C. 20006

Pamphlet gives brief description of airlines and their importance. Most of the pamphlet is a listing (with explanation and salary range) of all airline-related jobs from captain through engineers. Office and sales careers included.

16.115 **TITLE:** Airline Dispatchers (No. 266)

DATE: 1973 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Qualifications, training, certification, work duties, salary and working conditions of airline dispatchers discussed. Earnings and employment outlook included; opportunities for women mentioned.

16.120 **TITLE:** Airplane Stewardess

DATE: 1970 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** III

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
P.O. Box 59
Jefferson City, Missouri 65101

Pamphlet presents nature of the work, working conditions, earnings, employment outlook, requirements for entry and opportunities for advancement as an airline stewardess. Although written for Missouri residents, information is of a general nature and applicable elsewhere.

16.120 **TITLE:** Flight Attendant (Airline Steward-Stewardess)

DATE: 1973 **PAGES:** 4
PRICE: No Charge **READING LEVEL:** III

SOURCE: New Jersey Division of Planning and Research
Labor and Industry Building
P.O. Box 359
Trenton, New Jersey 08625

Description of the duties of the flight attendant. Physical and emotional requirements, training programs provided by company-sponsored training schools, salary and fringe benefits, advancement possibilities, and employment outlook included. Special nature of the working conditions and erratic work hours noted.

16.125 **TITLE:** Flight Engineer (Second Officer) (No. 400)

DATE: 1973 **PAGES:** 4
PRICE: $.35 **READING LEVEL:** II

SOURCE: Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Written for the younger adult (under age 30) and male-oriented, this career outlook is limited. Related occupations which apply skills acquired as a flight engineer are briefly described. Job duties are described in detail as are benefits, salaries, advancement and training.

16.135 **TITLE:** Pilot, Commercial (No. B-58)

DATE: 1973 **PAGES:** 7
PRICE: $.35 **READING LEVEL:** III

SOURCE: Careers, Inc.
Largo, Florida 33540

Pamphlet defines occupation and gives history and full description of a pilot's duties. Working conditions, hours, earnings and advancement prospects discussed. Sections on training and qualifications also given. Special mention of opportunities for women.

16.135 **TITLE:** Pilot's Guide To An Airline Career

AUTHOR: W. L. Traylor
DATE: 1971 **PAGES:** 170
PRICE: $6.95 **READING LEVEL:** III

SOURCE: Aviation Book Company
565 1/2 W. Glen Oaks Boulevard
P.O. Box 4187
Glendale, California 91202

Excellent guide to an airline pilot's career. Includes qualifications, tips on application, sample tests, description of job responsibilities for pilots, co-pilots and engineers. Salary scales and a list of all scheduled and non-scheduled airlines and their air routes included.

16.200 **TITLE:** Careers in Trucking Companies

DATE: 1973
PAGES: 23
PRICE: No Charge
READING LEVEL: II

SOURCE: American Trucking Associations, Inc.
Education Section
1616 P Street, N.W.
Washington, D.C. 20036

Complete description of careers for all educational levels and people in the trucking industry included in this booklet. It is straight-forward and extremely interesting to all exploring the field. Data is given on specific jobs, salaries, entry requirements as well as opportunities available.

16.200 **TITLE:** Driver, Heavy Truck (Career Summary S-93)

DATE: 1974
PAGES: 2
PRICE: $.20
READING LEVEL: III

SOURCE: Careers, Inc.
Largo, Florida 33540

Local and long distance heavy truck driver summary includes duties, working conditions, personal qualifications, training, earnings, hours, benefits, occupational outlook, disadvantages, related careers, and other information sources.

16.200 **TITLE:** Drivers, Motor Vehicle (No. B-96)

DATE: 1974 **PAGES:** 7
PRICE: $.35 **READING LEVEL:** II

SOURCE: Careers, Inc.
Largo, Florida

Including information on the nature of the work of motor vehicle drivers, specific information is presented on the following careers: long distance truck drivers, local truck drivers, routemen, inter-city bus drivers, local transit bus drivers and taxi drivers. The working conditions, qualifications, training, outlook, earnings, hours and advancement prospects are also presented.

16.200 **TITLE:** Opportunities in the Trucking Industry

DATE: 1973 **PAGES:** 7
PRICE: No Charge **READING LEVEL:** II

SOURCE: American Trucking Associations, Inc.
Education Section
1616 P Street, N.W.
Washington, D.C. 20036

Booklet describes principal occupations in the trucking industry, and gives accurate information on various employment opportunities. It is aimed at both non-college bound and college-bound students. A listing of state trucking associations is given.

16.205 **TITLE:** Local Bus Drivers (No. 230)

DATE: 1974
PRICE: $.49
PAGES: 4
READING LEVEL: II

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Lucid presentation of qualifications, duties, and work conditions of a bus driver. History entrance methods, means of promotion, salary, unions and employment outlook included. Mentions employment possibilities for women.

16.215 **TITLE:** Driver, Heavy Truck (Career Summary S-93)

DATE: 1974
PRICE: $.20
PAGES: 2
READING LEVEL: III

SOURCE: Careers, Inc.
Largo, Florida 33540

Local and long distance heavy truck driver summary includes duties, working conditions, personal qualifications, training, earnings, hours, benefits, occupational outlook, disadvantages, related careers, and other information sources.

16.215 TITLE: Truck Drivers

DATE: 1970 PAGES: 2
PRICE: Single Copy Free READING LEVEL: II

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
P.O. Box 59
Jefferson City, Missouri 65101

This brief devotes considerable space to a driver's duties, the nature and conditions of their work. Much care is spent pointing out the occupation's importance as well as its drawbacks, such as slow advancement. Job entry and wages are also covered quite adequately. Written for Missouri residents, brief is informative for all considering this career.

16.220 TITLE: Long-Haul Truck Driver

DATE: 1969 PAGES: 5
PRICE: No Charge READING LEVEL: II

SOURCE: Idaho Department of Employment
Research and Analysis Section
P.O. Box 7189
Boise, Idaho 83707

Highly detailed review of the long-haul truck driver is presented in this leaflet. Considerable attention is paid to methods of job entry and advancement possibilities. Working conditions, wages and fringe benefits also presented. Although written for Idaho residents most information is applicable throughout the country. Sex-stereotyping throughout pamphlet.

16.220 **TITLE:** On the Road With the Truckers

AUTHOR: Hayes B. Jacobs
DATE: 1973 **PAGES:** 5
PRICE: No Charge **READING LEVEL:** I

SOURCE: American Trucking Associations, Inc.
Education Section
1616 P Street, N.W.
Washington, D.C. 20036

Detailed history of the development of the truck and its use as a commercial vehicle. Narrative account of the author's first-hand experience on a trip with a truck driver team. Training programs mentioned as well as driver improvement classes. Average income indicated and prospects for the trucking industry's growth. Also noted is the increasing number of women drivers, particularly in husband and wife teams.

16.220 **TITLE:** Truck Drivers

DATE: 1970 **PAGES:** 2
PRICE: Single Copy Free **READING LEVEL:** II

SOURCE: Missouri Department of Labor and Industrial Relations
Division of Employment Security
P.O. Box 59
Jefferson City, Missouri 65101

This brief devotes considerable space to a driver's duties, the nature and conditions of their work. Much care is spent pointing out the occupation's importance as well as its drawbacks, such as slow advancement. Job entry and wages are also covered quite adequately. Written for Missouri residents, brief is informative for all considering this career.

16.310 **TITLE:** Merchant Seaman (No. 53)

DATE: 1974 **PAGES:** 4
PRICE: $.49 **READING LEVEL:** III

SOURCE: Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Information on merchant seamen briefly outlines work functions and responsibilities of those assigned to deck, engine and steward's departments. Describes entrance methods, advancement, credentials, salary range and benefits. Work conditions and scarce job opportunities considered.

16.400 **TITLE:** The Human Side of Railroading

DATE: 1974 **PAGES:** 16
PRICE: No Charge **READING LEVEL:** II

SOURCE: Association of American Railroads
Office of Information and Public Affairs
1920 L Street, N.W.
Washington, D.C. 20036

Very good synopsis of opportunities in railroading. Specific careers are glossed. General requirements are mentioned: work settings, physical demands, salary, employment benefits, outlook and importance of this occupation. Listing of Class I railroads in this country is included. Pamphlet should be used with career materials that are more specific.

TITLE: Careerism: How to Select a Successful Career

DATE: 1971 **PAGES:** 155
PRICE: $1.25 **READING LEVEL:** II

SOURCE: WWWWW/Information Services, Inc.
Rochester, New York 14609

Easy to comprehend book, blithely written but laden with factual knowledge and analogies, outlines various corporate jobs available. Vivid job descriptions, pitfalls and high points, means for advancement and technological aspects involved in the jobs are explored.

TITLE: Discovery

MEDIA: Filmstrip
DATE: 1973
PRICE: $119.50/with records
$135.50/with cassettes
TIME: (8) 15 minute filmstrips

SOURCE: Scholastic Book Services
904 Sylvan Avenue
Englewood Cliffs, New Jersey 07632

Series of eight sound, color filmstrips exploring the concept of work and why individuals choose certain careers. Various types of career opportunities are discussed and actual career areas are reviewed. Series gives sufficient insight into specific careers to know whether further exploration is warranted for the individual. Excellent teacher's guide and student workbooks included.

TITLE: Federal Career Directory - 1973 A Guide for College Students
DATE: 1973 PAGES: 135
PRICE: $2.35 READING LEVEL:

SOURCE: United States Civil Service Commission
1900 E Street, N.W.
Washington, D.C. 20415

Directory is divided into three sections. 1.) Federal career occupations listing over 200 careers in all fields which are in demand by the federal government. Description of the job and personal qualifications are listed for each. 2.) Federal employers: a list of all the departments in the federal government, purpose and work of the department and who they are interested in hiring. 3.) Job briefs by college major, listing the major fields of study considered valuable for government employment.

TITLE: So You Want To Go To Work

DATE: 1972 PAGES: 22
PRICE: Single Copy Free READING LEVEL: I

SOURCE: General Electric
Educational Relations
570 Lexington Avenue
New York, New York 10022

This booklet covers nine broad categories of skilled, semi-skilled and unskilled occupations, primarily blue-collar work. Working conditions and duties are discussed, but are unspecified. Future personnel needs are discussed. Salary information is not included.

TITLE: Thinking About work

MEDIA: Filmstrip
DATE: 1973

PRICE: $119.50 w/record
$135.00 w/record
Time: (8) 15 minute filmstrips

SOURCE: Scholastic
50 West 41st Street
New York, New York 10036

Part two of an eight part filmstrip series is concerned with exploring day-to-day working situations. Six careers are reviewed through people working in each field: air traffic controller, electronics technician, police officer, surveyer, reporter and mail carrier. Strip utilizes clear audio-visuals and maintains consistent quality of information about the career area.

APPENDIX A

ADULT CAREER EDUCATION RESOURCES SURVEY

Reviewer: ______________________________

Date Reviewed: __________________________

Appropriate for Adults: Yes/No

Catalog Number: _______________________

_____Recommended as of Superior Quality

_____Highly Recommended

_____Recommended

_____Recommended with Reservation

_____Not Recommended

OCCUPATIONAL AND CAREER LITERATURE REVIEW

Title: ________________________________ Author: ________________

Source: ____

____

Published:___ Pages___ Price:___ Reading Level___ (Fry)

(Abstract) ____

____

____

____

____

____

1. User's guide included: Yes/No
2. Subject Area: ____
3. Appropriate for individual use: Yes/No
4. Useful only with professional guidance: Yes/No

1. Type of Literature

_____Specific occupation or career _____Occupational family

_____Recruitment literature _____Other (specify)

II. Content

A. Of Particular Relevance to Adult Students	Excellent	Good	Fair	Poor	Unacceptable
1. Definition of Occupation					
2. Work Duties					
3. Work Settings and Conditions illustrated					
4. Qualifications/Preparation Required					
5. Credentials Required (degrees, licenses, union, etc.)					
6. Methods of Job Entrance					
7. Personal Attributes a. physical demands					
b. emotional demands					
8. Advancement Possibilities					
9. Employment Outlook (including supply and demand, technological, economic, demographic factors)					
10. Potential Personal Rewards (i.e., income level, prestige, use of creative abilities, decision-making opportunities, psycho-social impact, comforts)					
B. Of Particular Relevance to Quality Career Literature					
1. History of Occupation					
2. Importance of Occupation to the Community					
3. Advantages and Disadvantages of Career Area					
Subtotal Content A + B					
Subtotal Inflated	x5___	x4___	x3___	x2___	x1___

Total Points (Inflated) Content A + B ________

III. Style and Format

	Excellent	Good	Fair	Poor	Unacceptable
1. Style: Data is Clear, Concise, Accurate, Appropriate					
2. Quality of Publication: Readable Type, Quality of Paper, Enhancing Pictures, Layout, Etc.					
Subtotal Style & Format III					
Subtotal Inflated	x5___	x4___	x3___	x2___	x1___

Total Points (Inflated) Style and Format ____________

Total Points (Inflated) Content (A + B) (see previous page) ____________

Total Points (Inflated) Content (A+B) + Style and Format ____________

Rating Summary

Total Points:

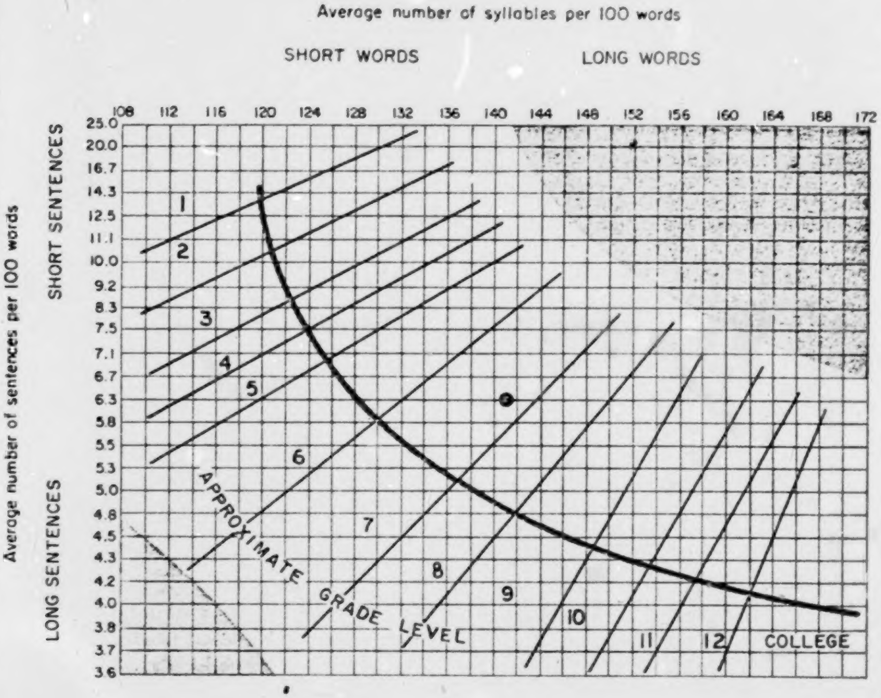
70-80	Recommended as of Superior Quality
56-69	Highly Recommended
42-55	Recommended
28-41	Recommended with Reservation
17-27	Not Recommended
16	Unacceptable

IV. Reviewer's comments and/or opinions of the publication above and beyond items listed above. Perceptable bias in publication should be mentioned here as well as any other pertinent information (i.e., lack of supplemental source listing, etc.).

BEST COPY AVAILABLE

GRAPH FOR ESTIMATING READABILITY

by Edward Fry, Rutgers University Reading Center, New Jersey



DIRECTIONS: Randomly select 3 one hundred word passages from a book or an article. Plot average number of syllables and average number of sentences per 100 words on graph to determine the grade level of the material. Choose more passages per book if great variability is observed and conclude that the book has uneven readability. Few books will fall in gray area but when they do grade level scores are invalid.

EXAMPLE:

	SYLLABLES	SENTENCES
1st Hundred Words	124	6.6
2nd Hundred Words	141	5.5
3rd Hundred Words	158	6.8
AVERAGE	141	6.3

READABILITY 7th GRADE (see dot plotted on graph)

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For further information and validity data see the April, 1968 *Journal of Reading* and the March, 1969 *Reading Teacher*

ADULT CAREER EDUCATION RESOURCES SURVEY

Reviewer: ______________________________
Date Reviewed: ___________________________
Appropriate for Adults: Yes/No

Catalog Number : ______________________

_____Recommended as of Superior Quality
_____Highly Recommended
_____Recommended
_____Recommended with Reservation
_____Not Recommended

OCCUPATIONAL AND CAREER AUDIO-VISUAL REVIEW

Title: ______________________________ Author: ____________________
Producer: ____
____

Produced: __________ Length __________ Price __________

(Abstract) ____
____
____
____
____
____

1. Type of Medium:

   a. ____mm Film - Sound____, Silent____, B&W____, Color____
   b. Filmstrip (or Series)____, Silent____, Sound____ (Tape____; Record____)
   c. Slide Series: No. ____Audio Disc____, Tape____
   d. Cassette_______
   e. Videotape_______
   f. Other ____

2. User's guide included: Yes/No

3. Subject Area: ____

4. Appropriate for individual use: Yes/No

5. Useful only with professional guidance: Yes/No

1. Scope of Media

____Specific occupation or career ____Occupational family

____Recruitment material ____Other (specify)

II. Content

A. Of Particular Relevance to Adult Students	Excellent	Good	Fair	Poor	Unacceptable
1. Definition of Occupation					
2. Work Duties					
3. Work Settings and Conditions illustrated					
4. Qualifications/Preparation Required					
5. Credentials Required (degrees, licenses, union, etc.)					
6. Methods of Job Entrance					
7. Personal Attributes a. physical demands					
b. emotional demands					
8. Advancement Possibilities					
9. Employment Outlook (including supply and demand, technological, economic, demographic factors)					
10. Potential Personal Rewards (i.e., income level, prestige, use of creative abilities, decision-making opportunities, psycho-social impact, comforts)					
B. Of Particular Relevance to Quality Career Information					
1. History of Occupation					
2. Importance of Occupation to the Community					
3. Advantages and Disadvantages of Career Area					
Subtotal Content A + B					
Subtotal Inflated	x5___	x4___	x3___	x2___	x1___

Total Points (Inflated) Content A + B ____________

III. Presentation of Media

	Excellent	Good	Fair	Poor	Unacceptable
1. Effectiveness of presentations - clarity and consistency; overall aesthetic qualities, enhancing vocal and/or visual effects					
2. Technical quality of medium - clear audio and/or visual aspects					
3. General appeal to adults exploring career or job opportunity in field					
Subtotal Presentation of Media					
Subtotal Inflated	x5___	x4___	x3___	x2___	x1___

Total Points (Inflated) Style and Format ________
Total Points (Inflated) Content (A + B) ________
(see previous page)

Total Points (Inflated) Content (A+B) + Style and Format ________

Rating Summary

Total Points:

75-85	Recommended as of Superior Quality
60-74	Highly Recommended
44-59	Recommended
29-43	Recommended with Reservation
18-28	Not Recommended
17	Unacceptable

IV. Reviewer's comments and/or opinions of the audiovisual piece above and beyond items listed above. Perceptible bias in media should be mentioned here as well as any other pertinent information (i.e., lack of supplemental source listing, etc.)

APPENDIX B

OCCUPATIONAL INFORMATION SOURCES

Abingdon Press
201 8th Ave. South
Nashville, Tennesse 37202

ACTION
812 Connecticut Ave., N.W.
Washington, D.C. 20525

Administrative Management Society
Willow Grove, Pennsylvania 19090

The Aerospace Medical Assoc.
Washington National Airport
Washington, D.C. 20001

U.S. Department of Agriculture
Agricultural Research Service (ARS)
Federal Center Building
Hyattsville, Maryland 20782

U.S. Department of Agriculture
Food and Nutrition Service
Washington, D.C. 20250

U.S. Department of Agriculture
Forest Service
Washington, D.C. 20250

U.S. Department of Agriculture
Soil Conservation Service (SCS)
Office of Information
Washington, D.C. 20250

Air Transport Assoc. of America
1709 New York Ave., N.W.
Washington, D.C. 20006

Alumnae Advisory Center, Inc.
541 Madison Ave.
New York, New York 10022

American Academy of Family Physicians
1740 W. 92nd St.
Kansas City, Missouri 64114

American Advertising Federation
1225 Connecticut Ave., N.W.
Washington, D.C. 20036

American Agricultural Economics Assoc.
Box 3354, University Station
Laramie, Wyoming 82070

American Assoc. for Health, Physical Education and Recreation
1201 16th St., N.W.
Washington, D.C. 20036

American Assoc. for Jewish Education
114 Fifth Ave.
New York, New York 10011

American Assoc. for Rehabilitation Therapy
P.O. Box 93
North Little Rock, Arkansas 72115

American Assoc. for Respiratory Therapy
7411 Hines Place
Dallas, Texas 75235

American Assoc. of Advertising Agencies
200 Park Ave.
New York, New York 10017

American Assoc. of Airport Executives
2029 K St., N.W.
Washington, D.C. 20006

American Assoc. of Clinical Chemists
1725 K St., N.W.
Washington, D.C. 20006

American Assoc. of Medical Assistance, Inc.
One East Wacker Drive
Chicago, Illinois 60601

American Assoc. of Nurserymen, Inc.
230 Southern Building
Washington, D.C. 20005

American Assoc. of Ophthalmology
1100 17th St., N.W.
Washington, D.C. 20036

American Astronomical Society
211 Fitz Randolph Road
Princeton, New Jersey 08540

The American Bankers Assoc.
1120 Connecticut Ave., N.W.
Washington, D.C. 20036

American Bar Assoc.
Information Service
1155 E. 60th St.
Chicago, Illinois 60637

American Ceramic Society
Ceramic Educational Council
65 Ceramic Drive
Columbus, Ohio 43214

American Chemical Society
1155 16th St., N.W.
Washington, D.C. 20036

American College of Hospital
Administrators
840 N. Lake Shore Drive
Chicago, Illinois 60611

American College of Surgeons
55 E. Erie St.
Chicago, Illinois 60611

American Congress on Surveying
and Mapping
430 Woodward Building
733 15th St., N.W.
Washington, D.C. 20005

American Dental Assoc.
Council on Dental Education
211 E. Chicago Ave.
Chicago, Illinois 60611

American Dental Hygienists' Assoc.
Division of Educational Services
211 E. Chicago Ave.
Chicago, Illinois 60611

The American Dietetic Assoc.
620 N. Michigan Ave.
Chicago, Illinois 60611

American Federation of Information
Processing Societies, Inc.
210 Summit Ave.
Montvale, New Jersey 07645

American Federation of Police
1100 N.E. 125th St.
North Miami, Florida 33161

American Federation of Teachers,
AFL-CIO
1012 14th St., N.W.
Washington, D.C. 20005

American Genetic Assoc.
1028 Connecticutt Ave., N.W.
Washington, D.C. 20036

American Hospital Assoc.
Division of Careers & Recruitment
840 N. Lake Shore Drive
Chicago, Illinois 60611

American Hotel & Motel Assoc.
Educational Institute
Kellogg Center
Michigan State University
East Lansing, Missouri 48823

American Institute of Aeronautics
and Astronautics
Student Programs
1290 Ave. of the Americas
New York, New York 10019

The American Institute of
Architects
1735 New York Ave., N.W.
Washington, D.C. 20006

American Institute of Biological
Sciences
3900 Wisconsin Ave., N.W.
Washington, D.C. 20016

American Institute of Certified
Public Accountants, Inc.
666 Fifth Ave.
New York, New York 10019

American Institute of Industrial
Engineers, Inc.
25 Technology Park/Atlanta
Norcross, Georgia 30071

American Industrial Hygiene Assoc.
66 S. Miller Road
Akron, Ohio 44313

American Institute of Physics
335 E. 45th St.
New York, New York 10017

American Institute of Planners
917 15th St., N.W., Room 800
Washington, D.C. 20005

American Library Association
Office for Recruitment
50 E. Huron St.
Chicago, Illinois 60611

American Management Associations
American Management Assoc. Bldg.
135 W. 50th St.
New York, New York 10020

American Meat Institute
Department of Membership and
Personnel Relations
59 E. Van Buren St.
Chicago, Illinois 60605

American Medical Assoc.
535 N. Dearborn St.
Chicago, Illinois 60610

American Medical Record Assoc.
875 N. Michigan Ave., Suite 1850
Chicago, Illinois 60611

American Meteorological Society
45 Beacon St.
Boston, Massachusetts 02108

American Mutual Insurance Alliance
20 North Wacker Drive
Chicago, Illinois 60606

American National Red Cross
National Headquarters
17th & D Streets, N.W.
Washington, D.C. 20006

American Newspaper Publishers
Assoc. Foundation
P.O. Box 17407
Dulles International Airport
Washington, D.C. 20041

American Nurses' Assoc., Inc.
2420 Pershing Road
Kansas City, Missouri 64108

American Nursing Home Assoc.
1200 15th St., N.W.
Washington, D.C. 20005

American Occupational Therapy
Assoc., Inc.
6000 Executive Blvd.
Rockville, Maryland 20852

American Optometric Assoc.
Division of Public Information
7000 Chippewa St.
St. Louis, Missouri 63119

American Orthoptic Council
3400 Massachusetts Ave., N.W.
Washington, D.C. 20007

American Osteopathic Assoc.
212 E. Ohio St.
Chicago, Illinois 60611

American Physical Therapy Assoc.
1156 15th St., N.W.
Washington, D.C. 20005

American Podiatry Assoc.
Department of Public Affairs
20 Chevy Chase Circle, N.W.
Washington, D.C. 20015

American Psychological Assoc.
1200 17th St., N.W.
Washington, D.C. 20036

American Society for Cell Biology
Huntington Laboratories
Massachusetts General Hospital
Boston, Massachusetts 02114

American Society for Horticultural
Science
P.O. Box 109
St. Joseph, Missouri 49085

American Society for Medical
Technology
5555 West Loop South, Suite 200
Bellaire, Texas 77401

American Society for Metals
Metals Park, Ohio 44073

The American Society for
Microbiology
1913 Eye St., N.W.
Washington, D.C. 20006

American Society for Pharmacology
and Experimental Therapeutics
9650 Rockville Pike
Bethesda, Maryland 20014

American Society of Agricultural
Engineers
2950 Niles Road
Saint Joseph, Michigan 49085

American Society of Animal
Science
113 N. Neil St.
Champaign, Illinois 61820

American Society of Biological
Chemists, Inc.
Educational Affairs Committee
9650 Rockville Pike
Bethesda, Maryland 20014

American Society of Civil
Engineers
345 East 47th St.
New York, New York 10017

American Society of Clinical
Pathologists
2100 W. Harrison St.
Chicago, Illinois 60612

American Society of
Electroencephalographic
Technologists
University of Iowa
Department of Psychiatry
500 Newton Road
Iowa City, Iowa 52240

American Society of Landscape
Architests
1750 Old Meadow Road
McLean, Virginia 22101

American Speech and Hearing Assoc.
9030 Old Georgetown Road
Washington, D.C. 20014

American Trucking Assoc., Inc.
1616 P St., N.W.
Washington, D.C. 20036

American Veterinary Medical Assoc.
600 S. Michigan Ave.
Chicago, Illinois 60605

American Welding Society
2501 Northwest 7th St.
Miami, Florida 33125

Archeological Institute of
America
100 Washington Square East
New York, New York 10003

U.S. Army
Headquarters
U.S. Army Recruiting Command
Hampton, Virginia 23369

U.S. Army
Overseas Recruitment Center
Special Services Section
Washington, D.C. 20315

Army Opportunities
Department 400
Hampton, Virginia 23369

Associated General Contractors of
America, Inc.
1957 E St., N.W.
Washington, D.C. 20006

Assoc. for Computing Machinery
1133 Ave. of the Americas
New York, New York 10036

Assoc. of American Railroads
Office of Information and
Public Relations Dept.
1920 L St., N.W.
Washington, D.C. 20036

Assoc. of Home Appliance Manufacturers
20 N. Wacker Drive
Chicago, Illinois 60606

Assoc. of Independent Colleges and Schools
1730 M St., N.W.
Washington, D.C. 20036

Assoc. of Medical Illustrators
6650 Northwest Highway
Chicago, Illinois 60631

Aviation Book Co.
565 1/2 W. Glenoaks Blvd.
P.O. Box 4187
Glendale, California 91202

B'nai B'rith Career & Counseling Services
1640 Rhode Island Ave., N.W.
Washington, D.C. 20036

Botanical Society of America
Committee on Education
Dept. of Botany
Rutgers University
New Brunswick, New Jersey 08903

Boys' Clubs of America
771 First Ave.
New York, New York 10017

Business Equipment Manufacturers Assoc.
1828 L St., N.W.
Washington, D.C. 20036

California Dept. of Human Resources Development
Human Relations Agency
800 Capital Mall
Sacramento, California 95814

California State Polytechnic University, Pomona
3801 W. Temple Ave.
Pomona, California 91768

Careers, Inc.
Largo, Florida 33540

Carnegie-Mellon University
School of Engineering
Pittsburgh, Pennsylvania 15213

Casualty Acturial Society
200 E. 42nd St.
New York, New York 10017

Central Intelligence Agency (CIA)
Office of Personnel
1820 N. Ft. Meyer Drive
Arlington, Virginia 22209

Child Welfare League of America
67 Irving Place
New York, New York 10017

Chronicle Guidance Publications, Inc.
Moravia, New York 13118

U.S. Civil Service COmmission
1900 E St., N.W.
Washington, D.C. 20415

Cleveland Area League for Nursing
3300 Chester Ave.
Cleveland, Ohio 44114

The Club Managers Assoc. of America
5530 Wisconsin Ave., N.W.
Suite 705
Washington, D.C. 20015

Consulting Engineers Council of the USA
1155 15th St., N.W.
Washington, D.C. 20005

Consumer Electronics Group/
Electronics Industries Assoc.
2000 I St., N.W.
Washington, D.C. 20006

Council of Better Business Bureaus, Inc.
1150 17th St., N.W.
Washington, D.C. 20036

Eastman Kodak Company
Professional, Commercial & Industrial Markets Div.
Rochester, New York 14650

Ecological Society of America
Department of Biology
Rutgers University
Camden, New Jersey 08102

Education Council on the Graphic
Arts Industry, Inc.
4615 Forbes Ave.
Pittsburgh, Pennsylvania 15213

Electronics Industries Assoc.
2001 Eye St., N.W.
Washington, D.C. 20006

Environmental Protection Agency
(EPA)
Washington, D.C. 20460

Farm and Industrial Equipment
Institute
410 N. Michigan Ave.
Chicago, Illinois 60611

Federal Bureau of Investigation
(FBI)
9th St. & Pennsylvania Ave., N.W.
Washington, D.C. 20535

Fibre Box Assoc.
224 S. Michigan Ave.
Chicago, Illinois 60604

Ford Motor Company
Educational Affairs Department
The American Road
Dearborn, Michigan 48121

Future Homemakers of America
2010 Massachusetts Ave., N.W.
Washington, D.C. 20036

General Building Contractor
Assoc., Inc.
2 Penn Center Plaza, Suite 1212
Philadelphia, Pennsylvania 19102

General Electric Company
Educational Relations
570 Lexington Ave.
New York, New York 10022

General Motors
Public Relations Staff
3044 W. Grand Blvd.
Detroit, Michigan 48202

Girl Scouts of the USA
830 Third Ave.
New York, New York 10022

Guidance Associates
41 Washington St.
Pleasantville, New York 10570

Health Careers Council of Alabama
901 S. 18th St.
Birmingham, Alabama 35205

Health Careers Program
Virginia Council on Health
and Medical Care
P.O. Box 12363, Central Station
Richmond, Virginia 23241

Health Careers Program
P.O. Box 4387
Madison, Wisconsin 53711

High School News Service
Director
Building 1-B
Great Lakes, Illinois 60088

Hospital Financial Management
Assoc.
840 N. Lake Shore Drive
Chicago, Illinois 60611

IPD Publishing Company
461 Park Ave. South
New York, New York 10016

Idaho Department of Employment
Research & Analysis Section
P.O. Box 7189
Boise, Idaho 83707

Institute of Food Technologists
221 N. LaSalle St.
Chicago, Illinois 60601

Institute of Life Insurance
277 Park Ave.
New York, New York 10017

U.S. Department of Interior
Bureau of Sport Fisheries &
Wildlife
Washington, D.C. 20240

Internal Revenue Service (IRS)
Recruitment Coordinator for
Law Enforcement
Washington, D.C. 20224

International Assoc. of Machinists
& Aerospace Workers
Director of Education
1300 Connecticut Ave., N.W.
Washington, D.C. 20036

International Chiropractic Assoc.
741 Brady St.
Davenport, Iowa 52803

International Fabricare Institute
Box 940
Joliet, Illinois 60434

International Oceanographic
Foundation
10 Rickenbacker Causeway
Virginia Key
Miami, Florida 33149

Intersociety Committee on
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